



SAARMSTE

Southern African Association for Research in
Mathematics, Science and Technology Education

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

Constitution

Advancement of Research in Mathematics, Science and
Technology Education (MSTE) in Southern Africa

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SOUTHERN AFRICAN ASSOCIATION FOR RESEARCH IN MATHEMATICS, SCIENCE AND TECHNOLOGY EDUCATION

1. NAME

- a) The association hereby constituted will be called: **Southern African Association for Research in Mathematics, Science and Technology Education.**
- b) The association's abbreviated name will be: **SAARMSTE.**
- c) **Body Corporate / The Association** shall:
 - (i) Exist in its own right, separately from its members.
 - (ii) Continue to exist even when its membership changes and there are different office bearers.
 - (iii) Be able to acquire property and other possessions. Refer 21 (g) (i) - FUNDS
 - (iv) Be able to sue and be sued in its own name.
 - (v) The liability of members of SAARMSTE for the obligations of SAARMSTE shall be limited, in each case, to any unpaid membership dues of the member concerned.
 - (vi) The activities of SAARMSTE shall be directed solely towards the promotion of the objectives set forth in this constitution

2. OBJECTIVES

The association's main objectives shall be the advancement of research in mathematics, science and technology education (hereinafter "MSTE") in Southern Africa to:

- (a) foster a sense of community among researchers in MSTE;
- (b) promote research to improve and develop MSTE programmes in response to current and future needs;
- (c) seek representation in relevant MSTE policy-making bodies;
- (d) organise conferences at which the results of MSTE research can be presented;
- (e) assist in the development of research skills of people interested in entering the MSTE field, and develop further expertise in that field by means of organizing workshops, short courses and exchange visits;
- (f) liaise with other MSTE bodies;
- (g) provide avenues for local publication of the findings of research in MSTE;
- (h) make research in MSTE available and accessible to policy makers and practitioners;
- (i) build an open forum for debate encompassing different MSTE research paradigms;
- (j) encourage discussion and research around key issues in MSTE;
- (k) other means as the members in general meeting may determine.

3. MEMBERSHIP

- (a) Subject to the other provisions of this constitution, any person, institution and industrial or commercial concern with an interest in MSTE research at any educational level in Southern Africa may become a member of SAARMSTE.
- (b) There shall be three categories of membership of SAARMSTE, namely —
 - (i) *ordinary members*, being persons eligible for membership of SAARMSTE who do not fall into any other category of membership;
 - (ii) *student members*, being persons registered as fulltime or part-time post-graduate scholars at institutions of higher learning;
 - (iii) *honorary members*, being persons who have been recognised as such by a general meeting of SAARMSTE for having made a distinguished contribution to MSTE research.
- (c) Application for *ordinary* or *student*, membership of SAARMSTE shall be made through the association website: www.saarmste.org. The application shall be subject to approval by the Executive Committee. The Executive Committee may delegate to any of its members or to the manager of the Secretariat the responsibility of approving applications for membership.
- (d) The Secretariat shall keep a register of the members of SAARMSTE in each category, indicating
 - (i) the date on which each member became a member in the category concerned;
 - (ii) the date and basis on which any member ceased to be a member;
 - (ii) the postal address, and e-mail address ~~where supplied~~, of the member for purposes of the dispatch to the member of SAARMSTE publications and notices; and
 - (iii) particulars in respect of each member of the date of payment and amount of any applicable membership subscription as hereinafter provided.
- (e) The register of members shall be open to inspection upon reasonable request. In the event of any dispute the register, if certified correct by the Secretary-Treasurer, shall be *prima facie* proof of the correctness of its contents. It shall be the responsibility of members to keep the Secretariat informed of their respective addresses.
- (f) Members of the association should attend its annual general meetings. At the annual general meeting members exercise their right to determine the policy of the association.
- (g) Subject to 5(d) – MEMBERSHIP SUBSCRIPTIONS, every member of SAARMSTE shall be entitled to one vote at any general meeting attended, and shall be eligible for election to committees and positions as office-bearers of SAARMSTE.
- (h) Voting by members must be in person, and not by proxy.
- (i) All members are equally entitled to receive such publications of SAARMSTE as the Executive Committee shall decide to produce for circulation to members.

4. CHAPTERS OF SAARMSTE

- (a) In order to further the objectives of SAARMSTE throughout Southern Africa, the members of SAARMSTE in general meeting may accept the affiliation to SAARMSTE of a Chapter of SAARMSTE in any country or province in the region.
- (b) The membership of a Chapter shall be limited to persons individually or within institutions, and industrial or commercial concerns who/which are members of SAARMSTE. A Chapter of SAARMSTE shall nevertheless be an autonomous association with its own constitution. The affiliation of a Chapter of SAARMSTE may only be accepted if its constitution has, with the consent of the SAARMSTE Executive Committee, been tabled at a general meeting of SAARMSTE and approved as compatible with this constitution.
- (c) A Chapter shall not be able to contract on behalf of SAARMSTE, or in any way to alienate or encumber any asset of SAARMSTE. SAARMSTE shall have no claims upon any of the assets of, and no liability for any conduct of or obligations incurred by a Chapter; and no Chapter shall have any claims upon any of the assets of, or any liability for any conduct of or obligations incurred by SAARMSTE.
- (d) Branches of a Chapter may be formed to sustain the research interests of members in different parts of the country or province concerned. Such branches shall report to the relevant Chapter.
- (e) Each Chapter shall annually submit to the SAARMSTE Executive Committee a written report on its activities, including a financial statement.
- (f) The members of SAARMSTE in general meeting may terminate the affiliation of a Chapter at any time by the procedure, *mutatis mutandis*, that is required to adopt an amendment to this constitution.

5. MEMBERSHIP SUBSCRIPTIONS

- (a) Annual membership subscriptions to SAARMSTE shall be determined by the Annual General Meeting provided that:
 - (i) the subscription for *student members* shall be set at an amount less than that for *ordinary members*;
 - (ii) no subscription shall be payable by *honorary members*; and
 - (iii) the Executive Committee may resolve to waive, in whole or in part, the subscription payable by any particular member for any particular year.
- (b) Membership shall automatically terminate if the member is twelve months in arrears with payment of the applicable subscription.
- (c) A member may resign from SAARMSTE by written notice to the Secretariat.
- (d) No member shall be entitled to vote in any general meeting of SAARMSTE, or be eligible for election within SAARMSTE, unless that member's subscription is fully paid up.

- (e) The total amount of membership subscriptions received by SAARMSTE shall, as a normal matter of policy, be divided into three portions, the relative size of each being determined from time to time by the members in general meeting. Subject to the over-riding fiduciary responsibilities of the Executive Committee at all times, one portion of the membership subscriptions will be used to assist Chapters to cover their expenses in furthering the aim of SAARMSTE; another portion will be retained by the Executive Committee to cover the expenses of running SAARMSTE; and the third portion will be used to support the SAARMSTE journal.

6. SUBSCRIPTIONS AND DONATIONS IRREVOCABLE

- (a) All subscriptions and donations to SAARMSTE are irrevocable and subject to the terms and conditions of this constitution. Refer point number 21 – FUNDS.
- (b) No donor may impose conditions on a donation that would enable the donor or a connected person (as defined in the South African Income Tax Act 58 of 1962 as amended (“the Income Tax Act”)) to such donor to derive any direct or indirect benefit from the application of such donation by SAARMSTE.

7. INCOME-AND PROPERTY

- (a) The association will keep a record of all its fixed and / or current assets.
- (b) The association may not give any of its money or property to its members or office bearers, unless it is required to pay for work that a member or office bearer has carried out for the association. The payment must be a reasonable amount for such work.
- (c) A member of the association may only claim for expenses that he or she has paid for or on behalf of the association.
- (d) Members or office bearers of the association do not have rights over property or assets that belong to the association.

8. MANAGEMENT MEETINGS AND PROCEDURES

- (a) *A management committee*, (which for the purposes of this Association is referred to as: The Executive Committee), manages the Association. The Executive Committee should be made up of no less than seven members. Refer 12 – EXECUTIVE COMMITTEE for details. Executive Committee members constitute the office bearers of the Association.
- (b) *Office bearers’ period of office* varies from one year to two years, and four years depending on the particular position held. Refer to office bearers’ terms of office under 13 - TERMS OF OFFICE.

- (c) *The committee shall meet* three times a year. More than half of the committee members, i.e. 50%, which constitutes a quorum, are required to attend (whether in person, or video / Skype or similar) to enable decision making.
- (d) *Special Meetings* - the President, or two members of the Executive Committee, may call a special meeting at a date and time that is acceptable to the members of the committee. The committee should be advised of the nature of the meeting with details of matters for discussion and/or decision purposes.
- (e) The President shall act as the chairperson of the executive and special meetings. In the absence of the President, members of the committee in attendance may appoint an acting chairperson in attendance.
- (f) There shall be a quorum at all meetings
- (g) When necessary, the committee will vote on matters raised. If the votes are equal, the chairperson will have a second or a deciding vote.
- (h) In the event that any member of the Executive Committee is absent for more than two consecutive meetings, refer 13 (h) – TERMS OF OFFICE.
- (i) Minutes will be taken at every meeting to record the Executive Committee’s decisions. Minutes of all meetings must be kept in a safe place and always be on hand for members to consult. The minutes of each meeting will be forwarded to each Executive Committee member within one month of the previous meeting. The minutes shall be confirmed as a true record of proceedings, by the next meeting of the Executive Committee, and shall thereafter be signed by the chairperson.
- (j) The association has the right to form sub-committees, as noted and listed in clause 16 of this constitution – OTHER COMMITTEES AND OFFICE-BEARERS OF SAARMSTE. Decisions made by any sub-committee must be presented to the Executive Committee for its approval. Should any decision not be approved by the Executive Committee, the sub-committee should be informed within a period of three weeks, failing which the sub-committee will take the decision as being ratified.
- (k) All members of the association are required to abide by decisions that are taken by the Executive Committee.

9. POWERS OF THE ASSOCIATION

- (a) The Executive Committee may take on the power and authority that it believes it needs to achieve the objectives that are stated in clause 2 – OBJECTIVES of this constitution. Such activities must abide by the law. Refer clause 18 of this Constitution – POWERS AND RESPONSIBILITIES OF THE COMMITTEES for details of each committee.
- (b) The executive committee has the right to make by-laws and rulings for proper management, including procedure for application, approval and termination of membership. Refer 8 – MANAGEMENT MEETINGS AND PROCEDURES for further details.
- (c) The association will decide on the powers and functions of its office bearers.

10. ANNUAL GENERAL MEETING

- (a) The supreme governing body of SAARMSTE shall be the members in general meeting. This body may decide all matters not specifically reserved to a particular committee or office-bearer by this constitution, and may in any case adopt policy, consistent with this constitution, on any matter for the guidance of all committees and office-bearers.
- (b) Once a year the Executive Committee shall convene an Annual General Meeting of the members (AGM).
- (c) Unless the Executive Committee resolves that special circumstances require other arrangements in the interests of the members as a whole, the AGM shall be held during the Annual Conference of SAARMSTE, in the same venue or locality.
- (d) Where the AGM is held during the Annual Conference, it shall be sufficient for the Executive Committee to give notice thereof (not being less than 24 hours' notice) by prominently posting information as to the time and place of the meeting and the agenda on a notice board readily accessible to all participants.
- (e) Where the AGM is not held during the Annual Conference, the Executive Committee shall cause notice of the time and place of the meeting and of the agenda to be dispatched electronically to all members at least twenty-one days before the date of the meeting.
- (f) A quorum at an AGM held during the Annual Conference shall be constituted by one quarter (25%) of the members attending the Conference who are entitled to vote. A quorum at an AGM not held during the Annual Conference shall be constituted by one quarter of the members of SAARMSTE entitled to vote. In either case, if there is no quorum within an hour of the time fixed for the commencement of the meeting, then the AGM shall stand adjourned for 24 hours. If, when the meeting is reconvened, there is still no quorum as aforesaid within fifteen minutes, then the members present who are entitled to vote shall form a quorum.
- (g) The AGM shall adopt policies and make decisions which it considers reasonable and appropriate in furtherance of the objectives of SAARMSTE. Without limiting the scope of its responsibilities and powers, the AGM will specifically have the task of dealing with the following business (the positive including the negative, as the case may require):
 - (i) Conduct minute writing of each AGM for circulation to all attending members.
 - (ii) Agree to items to be discussed on the agenda.
 - (iii) Circulate a register of attendance for signing and noting in minutes of the meeting.
 - (iv) Note apologies of those unable to attend the AGM.
 - (v) Read and confirm the previous meeting's minutes with matters arising.
 - (ii) Receive, approve and adopt the Executive Committee's / Chairperson's report.
 - (iii) Receive, approve and adopt the Treasurer's Financial report.
 - (iv) Changes to the Constitution as may be required by members
 - (v) Elect office bearers, as and when election is to occur in terms of 13 – MOTIONS AND DECISION-MAKING ..., the President-Elect, the Secretary-Treasurer and two Chapter representatives, (provided that, where Chapter representatives are nominated from more than one Chapter, the two Chapter representatives elected may not both be from the same country);
 - (vi) Endorse, as and when succession is to occur in terms of 13 – MOTIONS AND DECISION MAKING,,,,, the succession of the President-Elect to the office of President, or, failing such endorsement, elect a new President to succeed the outgoing President;

- (vii) Endorse the appointment of the Editor of the SAARMSTE journal, and of the other members of the Editorial Board, as contemplated in clause 17(e) and clause 17(f) – OTHER COMMITTEES AND OFFICE BEARERS;
 - (viii) Endorse the appointment of the Chair of the Research Capacity Building Committee (RCBC), and of the other members of the committee, as contemplated in clause 17 (g) – OTHER COMMITTEES AND OFFICE BEARERS;
 - (IX) Consider proposals for future Annual Conferences and select a venue (subject to revision by the Executive Committee if circumstances eventuate which, in the opinion of the Executive Committee, so require).
- (h) The Executive Committee may at any time convene a special general meeting of the members of SAARMSTE, in which event the provisions applicable to notice and quorum in the case of an AGM not held during an Annual Conference shall apply *mutatis mutandis*.
 - (i) At any general meeting of SAARMSTE the President or, in the absence of the President, the President-Elect shall preside. In the absence of both the President and the President-Elect, the members present and entitled to vote shall, if the meeting has been duly convened or reconvened in terms of this constitution and is quorate, elect one of their number to preside.

11. FINANCES

- (a) An accounting officer shall be appointed at the annual general meeting. His or her duty is to audit and check on the finances of the organisation. Refer clause 18.1 (d) POWERS AND RESPONSIBILITIES ,,,
- (b) The treasurer’s role is to control the day to day finances of the organisation. The treasurer shall arrange for all funds to be put into a bank account in the name of the organisation. The treasurer must also keep proper records of all the finances. Refer clause 18.1 (b) POWERS AND RESPONSIBILITIES
- (c) Whenever funds are taken out of the bank account(s), the treasurer and at least two other members of the executive committee must authorise such transactions. Refer clause 18.1 (b) POWERS AND RESPONSIBILITIES
- (d) The financial year of the organisation ends on 31 December of each year
- (e) The organisation’s accounting records and reports must be ready and delivered to the Director of Non-profit Organisations within six months after the financial year end.
- (f) If the organisation has funds that can be invested, the funds may only be invested with registered financial institutions. These institutions are listed in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984.

12. NOMINATION AND REMOVAL OF OFFICE-BEARERS

- (a) For the purpose of 10(g)(v) – ANNUAL GENERAL MEETING, office-bearers may be nominated by any two members or by a Chapter.
- (b) All such nominations must be in writing and must contain the names and signatures of the members or Chapter making the nomination, the signed consent of the person nominated

and a short motivation for the nomination. Nominations by a Chapter must be signed by at least two members of the Chapter's executive committee authorised to do so.

- (c) All such nominations by members and by Chapters must be received by the Executive not less than 24 hours before the commencement of the AGM.
- (d) The SAARMSTE Executive Committee shall make at least one nomination in respect of every vacancy to which no other nomination has been received and may make nominations in addition to those received.
- (e) The names of persons nominated as above for election at the AGM shall be posted on the notice board referred to in 10(d) -ANNUAL GENERAL MEETING, at least 24 hours before the meeting commences; provided that, where an AGM is held other than during the Annual Conference, the names of persons nominated shall be furnished to members upon their arrival at the AGM. With the consent of two-thirds of the members present and entitled to vote at an AGM, late nominations may be accepted during the meeting at any time before the election takes place.
- (f) In the event that it becomes necessary to elect a President at an AGM as contemplated in 10(g)(vi) – ANNUAL GENERAL MEETING, any nomination of a person eligible for such election shall be valid if made from the floor by a proposer and seconder (both being members entitled to vote) and accepted by the person nominated.
- (g) Removal of office bearers – refer clause 16 -TERMS OF OFFICE of this constitution.

13. MOTIONS AND DECISION-MAKING (OTHER THAN AMENDMENTS TO THIS CONSTITUTION)

- (a) A motion for consideration and adoption by a general meeting must be submitted in writing to the President or the Secretary-Treasurer by —
 - (i) any two members entitled to vote;
 - (ii) a Chapter, upon the signature of at least two members of its executive committee, authorised to do so; or
 - (iii) the Executive Committee.
- (b) Save as provided in clause 13(f), any motion for consideration and adoption by an AGM held during the Annual Conference must be so submitted at least 24 hours before the scheduled commencement of the AGM and must be included in the agenda for the AGM.
- (c) Any motion that, contrary to clause 13(b), has not been timeously submitted or has not been included in the agenda for an AGM held during the Annual Conference, may be put to the meeting for consideration and adoption provided that there is no objection to the motion being so put from any member present who is entitled to vote.
- (d) Motions for consideration and adoption by a special general meeting or by an AGM held other than during the Annual Conference must be submitted in writing to the Executive Committee in sufficient time to be included in the agenda circulated to the members with the

notice of the meeting. No motion not included in the agenda so circulated may be adopted at a special general meeting or at such an AGM.

- (e) Any motion duly put to a general meeting for consideration and adoption may be amended at the meeting, provided that the alteration proposed is not as fundamental as to destroy the intent of the original motion or to alter its effect to a major degree, whether qualitatively or quantitatively.
- (f) Motions put to any general meeting, other than motions for the recall of any member of the Executive Committee, shall be decided by a simple majority on a show of hands, unless a member present and entitled to vote demands a ballot. In the case of a tie, the person presiding shall have an additional casting vote.
- (g) At each AGM held during a year in which the term of office of the President comes to an end in terms of clause 16 – TERMS OF OFFICE, the person presiding shall put to the meeting a motion to endorse the succession of the President-Elect to the office of President. If the motion is not adopted, the person presiding shall proceed forthwith to call for nominations for the office of President and thereafter to the election of a President.
- (h) Contested elections and motions for the recall of any member of the Executive Committee shall be determined by secret ballot.
- (i) The person presiding at any AGM or other general meeting shall appoint three members of SAARMSTE to supervise and count the votes cast, whether by show of hands or by secret ballot and to furnish her or him with the result thereof for announcement to the meeting.

14. THE EXECUTIVE COMMITTEE

- (a) The Executive Committee of SAARMSTE shall consist of the following:
 - (i) the President, the Secretary-Treasurer and two Chapter representatives elected at the Annual General Meeting as provided in 10 (g)(v) - ANNUAL GENERAL MEETING;
 - (ii) the Editor of the journal of SAARMSTE appointed in terms of 16(e) below;
 - (iii) the Chair of the Research Capacity Building Committee (RCBC) appointed in terms of clause 16 (g) below;
 - (iv) the President-Elect (at the times when this office exists);
 - (v) the immediate Past-President (at the times when this office exists);
 - (vi) such further members, unanimously co-opted by the persons referred to in 14(a)(i) – THE EXECUTIVE COMMITTEE, not exceeding a number determined from time to time by the AGM or by a special general meeting as being necessary or expedient for the effective achievement of the objectives of SAARMSTE.
- (b) The new Executive Committee shall take office at the conclusion of the Annual Conference, except that where the AGM is held other than during the Annual Conference, the new Executive Committee shall take office at the conclusion of the AGM.
- (c) The Executive Committee shall meet physically or by video- or tele- conferencing at least twice a year, such meeting to be convened by the President or Secretary-Treasurer upon reasonable notice to all the members of the Executive Committee.

- (d) Between general meetings of SAARMSTE, the Executive Committee shall, subject to the other provisions of this constitution, have the power to adopt and implement any decision reasonably necessary or expedient for the furtherance of the objectives of SAARMSTE and which is not reserved to the members in general meeting.

15. DUTIES OF EXECUTIVE COMMITTEE MEMBERS

- (a) The President shall —
- (i) ensure observance of this constitution;
 - (ii) be the only person with power to sign for SAARMSTE (except in circumstances where this constitution requires more than one signature) in the absence of special written authorisation from the Executive Committee, where a signature of or on behalf of SAARMSTE is required;
 - (iii) preside at general meetings and at meetings of the Executive Committee at which she or he is present;
 - (iv) sign the minutes of meetings after confirmation thereof;
 - (v) ensure the execution of SAARMSTE's objectives and the implementation of the resolutions of the AGM and the Executive Committee
 - (vi) represent SAARMSTE in public and perform such other duties as are required by this constitution or may be required by decisions of the AGM or Executive Committee.
- (b) The Secretary-Treasurer shall, subject to the control of the Executive Committee -
- (i) be responsible for SAARMSTE's correspondence;
 - (ii) draw up and see to the dispatch of the notices and agendas of meetings of the AGM and the Executive Committee;
 - (iii) keep an inventory of the assets of SAARMSTE;
 - (iv) supervise the financial affairs of SAARMSTE and prepare financial reports for the Executive Committee and the AGM;
 - (v) perform such other duties as may be required by the AGM or the Executive Committee.
- (c) The Chapter representatives shall, subject to the control of the Executive Committee, promote the development of research capacity and facilitate the interests of members in all countries individually and collectively as SAARMSTE Chapters.
- (d) The Past-President and the President-Elect shall, subject to the control of the Executive Committee, facilitate continuity within the leadership and activities of SAARMSTE in furtherance of its objectives.

In each case members of the Executive Committee may officially undertake such additional tasks and duties in furtherance of the objectives of SAARMSTE as the Executive Committee may approve.

16. TERMS OF OFFICE

- (a) The President of SAARMSTE shall hold office for a period of two years. The outgoing President may not immediately be elected to any position on the new Executive Committee, but shall continue to serve on the Executive Committee for one year in the position of Past-President.
- (b) During each year immediately preceding the expiry of the term of office of a President, there shall exist the office of President-Elect, to which a member duly nominated in terms of 12–

TERMS OF OFFICE shall be elected by the appropriate AGM. Upon endorsement by the subsequent AGM in terms of 13(f) - MOTIONS AND DECISION-MAKING ... , and subject to 14(b) – THE EXECUTIVE COMMITTEE, the President-Elect shall succeed to the office of President.

- (c) Election to the office of Secretary-Treasurer shall be for a period of two years.
- (d) Election to the office of Chapter representative shall be for a term of two years. The elections should run in alternating years such that there is always one newly elected, and one previously elected Chapter representative in any given year. The outgoing Chapter representative may be elected to any other position on the new Executive Committee.
- (e) Members of the Executive Committee shall have vacated their positions during their term of office if they resign the position, cease to be a member of SAARMSTE, become incapacitated to such a degree that they cannot reasonably continue in office, are convicted of an offence involving dishonesty, or are recalled (whether individually or collectively) in terms of a motion duly passed by a majority vote of the members in general meeting.
- (f) If any position on the Executive Committee becomes vacant before the end of the term of office applicable thereto, the Executive Committee shall appoint a member of SAARMSTE to fill such vacancy for the remainder of the term; provided that, where any position involving a two-year term of office has become vacant during the first year, the next AGM shall elect a new incumbent for a two-year term from among members duly nominated therefor.
- (g) If the President is, for any reason, temporarily unable to carry out the functions of that office, she or he may in writing authorise the President-Elect, or failing the President-Elect another member of the Executive Committee, to act as President in her or his stead, either for a specified time or until the authority is revoked. A copy of such authority shall forthwith be lodged with the Secretariat.
- (h) If any member of the Executive Committee is absent without reasonable apology for more than two consecutive meetings, the position concerned may be declared vacant and the Executive Committee may co-opt another member of SAARMSTE, who would have been eligible for election, in that person's place.
- (i) The Editor of the SAARMSTE journal will be appointed for a four-year term in the first instance, of which term may be renewed by the AGM for one further term.
- (j) The Chair of the Research Building Capacity Committee (RCBC) will be appointed for a four-year term in the first instance of which term may be renewed by the AGM for one further term.

17. OTHER COMMITTEES AND OFFICE-BEARERS OF SAARMSTE

- (a) There shall be four standing committees of SAARMSTE, in addition to the Executive Committee:
 - (i) a Conference Programme Committee;
 - (ii) a Local Organising Committee;
 - (iii) an Editorial Board, and
 - (iv) a Research Capacity Building Committee (RCBC)

- (b) There shall be a Conference Organiser and a Chairperson of the Conference Programme Committee, both of whom shall be selected by the Executive Committee in consultation with the institution (if any) hosting the Annual Conference.
- (c) The Conference Programme Committee shall be a sub-committee of the Executive Committee, appointed by the latter and convened by the Chairperson of the Conference Programme Committee.
- (d) A Local Organizing Committee shall be convened by the Conference Organiser which shall include at least one representative of the Conference Programme Committee.
- (e) The Editor of the SAARMSTE journal shall be appointed according to the following procedure:
 - (i) the Executive Committee shall call for nominations by the membership and make a selection from amongst those nominated.
 - (ii) the candidate selected in this way will be presented as a recommendation to the AGM for endorsement and will take office upon such endorsement.
 - (iii) between AGMs, should there be a vacancy for the position of Editor, the Executive Committee may appoint a person to act in that capacity.
- (f) The Editorial Board of the SAARMSTE journal shall:
 - (i) be convened and chaired by the Editor;
 - (ii) be appointed by the Executive Committee in consultation with the Editor, after calling for and considering nominations by the members;
 - (iii) be subject to change by the Executive Committee from time to time during the term of office of any Editor; and
 - (iv) hold office from the time of their appointment by the Executive Committee but subject to endorsement in due course by the AGM.
- (g) The Chair of the RCBC shall be appointed according to the following procedure:
 - (ii) The Research Capacity Building Committee shall call for nominations within the committee to take to the Executive Committee
 - (iii) If no nominations are forthcoming from the RCBC, the Executive Committee shall call for nominations by the membership and make a selection from amongst those nominated.
 - (iii) the candidate selected in this way will be presented as a recommendation to the AGM for endorsement and will take office upon such endorsement.
 - (iv) between AGMs, should there be a vacancy for the position of Chair of RCBC, the Executive Committee may appoint a person to act in that capacity.
- (h) The Research Capacity Building Committee of SAARMSTE shall:
 - (i) be convened and chaired by the RCBC Chair.
 - (ii) be appointed by the RCBC Chair and endorsed by the Executive Committee from time to time during the term of the office of any Chair; and
 - (iii) hold office from the time of their appointment by the RCBC Chair, but subject to endorsement in due course by the AGM.

- (i) Paid officials or employees of SAARMSTE may, with the approval of the Executive Committee, serve on any of the committees in an advisory capacity, but will have no voting rights.

18. POWERS AND RESPONSIBILITIES OF THE COMMITTEES

18.1 The Executive Committee

- (a) The Executive Committee shall have fiduciary responsibility for SAARMSTE, including the responsibility for the management and administration of its affairs.
- (b) The Executive Committee shall maintain a current bank account and such other accounts (if any) as it may determine at a registered bank in the name of SAARMSTE, all of which accounts shall be operated by the signature of any two of the following office bearers of the aforesaid Association:
 - (i) President;
 - (ii) Secretary-Treasurer;
 - (iii) Manager of the Secretariat.
- (c) The Executive Committee shall annually present a report to the AGM on its activities and on the activities and the state of affairs of SAARMSTE, including a financial report.
- (d) The Executive Committee shall specifically have the responsibility to:
 - (i) implement the resolutions of the AGM and deal with matters entrusted to it;
 - (ii) administer the assets of SAARMSTE, employ its funds to promote its objectives, and ensure that its accounts be externally inspected at least once per financial year by an external inspector appointed by the AGM. Financial year - 31 December.
 - (ii) adopt policy positions of major importance between AGMs;
 - (iv) set the date of the Annual Conference and such other conferences as it deems necessary to promote the objectives of SAARMSTE;
 - (v) appoint the Conference Organiser and chairperson of the Programme Committee in consultation with the host institution;
 - (vi) set in place the procedures for the appointment of the Editor and the Editorial Board of the SAARMSTE journal.
 - (vii) liaise with the Research Capacity Building Committee for the appointment of the Chair and the committee to ensure the objectives of the RCBC are met, according to clause 2 (e) of the constitution.
 - (viii) liaise with Chapters in order to promote the development of research capacity in the region.

- (e) To realise its responsibilities the Executive Committee shall have the power, subject to the other provisions of this constitution, to:
- (i) act on behalf of SAARMSTE whenever the AGM is not in session;
 - (ii) enter into such contracts as it may deem necessary to promote the aim and functioning of SAARMSTE;
 - (iii) appoint, pay and dismiss employees;
 - (iv) appoint such committees as it may deem necessary to promote the aim and functioning of SAARMSTE;
 - (v) make Regulations as to matters not provided for in this constitution and to amend, interpret or repeal such Regulations. Any such amendments in the Regulations shall be included in the next report of the Executive Committee to the AGM for the information of members;
 - (vi) decide on questions regarding co-operation with other academic and educational associations;
 - (vii) make recommendations to the AGM on subscription fees;
 - (viii) authorise one or more of its members or employees in writing to sign documents on behalf of SAARMSTE;
 - (ix) take any corrective action which may be appropriate where notice has been given to SAARMSTE by the Commissioner for the South African Revenue Services of his intention to withdraw any public benefit status of the association due to a failure to comply with any aspect of the Income Tax Act.
- (f) Should any notice received from the Commissioner for the South African Revenue Services require an amendment to the Constitution, the Executive Committee must call a special general meeting of members for the purpose of enabling the members to consider and adopt an appropriate amendment.
- (g) Decisions of the Executive Committee at any meeting or video- or tele- conference in terms of 14(b) – THE EXECUTIVE COMMITTEE, shall be by majority vote of those present, with the President having in addition a casting vote in the event of a tie. Members of the Executive Committee shall each have an equal vote.
- (h) The Executive Committee may also make a decision without such a meeting or video- or tele-conference if every member of the Executive Committee consents to the resolution containing the decision by signing it and lodging the original of the signed document thereof with the Secretary-Treasurer.

18.2 The Conference Programme Committee

The Conference Programme Committee shall have the following responsibilities:

- (a) to decide on visiting speakers;

- (b) to determine the content of the programme;
- (c) to produce the conference proceedings;
- (d) to appoint referees for the various submissions to the conference.

18.3 The Local Organising Committee

The Local Organising Committee shall have the following responsibilities:

- (a) to make all logistical arrangements for the conference including publicity, booking of the venues and determination of costs;
- (b) to see to the day to day running of the conference during its operation.

18.4 The Editorial Board

The Editorial Board of the SAARMSTE journal shall have the responsibility of publishing a journal of international repute at intervals determined by the executive.

18.5 The Research Capacity Building Committee

In line with the objectives of SAARMSTE, in particular clause 2 (e) of the constitution, members of the 2005 Annual General Meeting, held in Windhoek, sanctioned the formation of a Research Capacity Building Committee (RCBC).

The committee shall have the responsibilities of:

- (a) ensuring the purpose of the RCBC is consistent with the objective of: assisting in the development of research skills of people interested in entering the MSTE field, and developing further expertise in that field by means of organizing workshops, short courses and exchange visits (clause 2 (e));
- (b) initiating and overseeing strategies, structures, activities, and / or events that support and facilitate early career (masters, doctoral and post-doctoral) research development in mathematics, science and technology education;
- (c) and, reporting to the Executive Committee and the Annual General Meeting.

19. THE SECRETARIAT

- (a) Whereas the members of the Executive Committee may be located anywhere in Southern Africa, there shall be a permanent administrative base of SAARMSTE called the Secretariat.
- (b) The Secretariat shall consist of a Manager and any other staff deemed necessary by the Executive Committee from time to time. The terms and conditions of service of the Secretariat staff shall be determined by the Executive Committee.
- (c) Subject to direction and control by the Executive Committee, the main functions of the Secretariat shall be to:

- (i) keep a register of members as provided in 3(d) - MEMBERSHIP, and make it available for inspection as provided in 3(e) – MEMBERSHIP;
- (ii) receive and acknowledge membership subscriptions and other monetary receipts, and deposit these in the SAARMSTE current account referred to in 18(1)(b) – POWERS AND RESPONSIBILITIES...;
- (iii) send out reminders to members whose subscriptions are about to fall due;
- (iv) send out notices and other documentation, including newsletters and conference announcements, to members;
- (v) keep a separate database for member access to online journal; and maintain a second database for member hard copy journals;
- (vi) report to and liaise with the Secretary-Treasurer and the Editor, on a regular basis about the status and numbers of members;
- (vii) maintain an archive of all books of account (with supporting vouchers), records and other documents relating to SAARMSTE in respect of at least the four most recent years following the transactions, acts and operation to which they relate;
- (viii) carry out any other functions the Executive Committee may from time to time decide.

20. AMENDMENT OF THE CONSTITUTION

- (a) Notwithstanding the provisions of 13 – MOTIONS AND DECISIONS ..., this constitution may be amended only by the procedure stated in this clause 20.
- (b) A motion to amend this constitution must be submitted in writing to the President or the Secretary-Treasurer by —
 - (i) any two members entitled to vote;
 - (ii) a Chapter, upon the signature of at least two members of its executive committee, authorised to do so; or
 - (iii) the Executive Committee.
- (c) Such a motion so submitted must be included in the agenda of any special general meeting or AGM of which notice is thereafter given to members.
- (d) The motion shall then be tabled and discussed at the special general meeting or AGM concerned.
- (e) Such a motion shall be capable of amendment at the meeting, provided that the alteration proposed is not so fundamental as to destroy the intent of the original motion or to alter its effect to a major degree, whether qualitatively or quantitatively.
- (f) After discussion the motion (and likewise any proposed amendment complying with this clause 20(e), shall be put to the vote.

- (g) The person presiding at the meeting shall appoint three members of SAARMSTE to supervise and count the votes cast and to furnish her or him with the result thereof.
- (h) The result of the ballot shall be announced before the meeting is adjourned.
- (i) The motion shall not be passed, and this constitution shall accordingly not be amended, unless at least two-thirds of the unspoilt votes cast in the ballot are in favour.
- (j) If passed, the amendment to this constitution shall take effect immediately unless the terms of the amendment itself provide otherwise or unless 20(k), of this clause, is applicable.
- (k) If SAARMSTE has received any tax-exempt status, any amendment to this constitution which would affect such status shall be submitted to the Commissioner for the South African Revenue Services and to any other relevant revenue authorities, and shall take effect only upon the necessary approvals being obtained. If the necessary approvals are refused, the amendment shall be resubmitted to a general meeting for further consideration.

21. FUNDS

- (a) SAARMSTE shall not participate in any private business, professional or vocational activities of any of its members or employees or supply any of its members or employees with financial assistance, premises, continuous services or facilities which are required by any of them for practising a business, profession or vocation.
- (b) The funds of SAARMSTE shall be used solely for the promotion of the aim of SAARMSTE or, if invested, shall be invested in compliance with section 30(3)(b)(ii) of the Income Tax Act.
- (c) SAARMSTE is to be administered in such a manner as to preclude any donor from deriving any monetary advantage from moneys donated to SAARMSTE.
- (d) The members of SAARMSTE shall obtain no share in the assets of SAARMSTE during its existence or at dissolution and no profits of SAARMSTE shall in any manner be paid or transferred to any person or body save as provided in 21(j) of this clause.
- (e) Any remuneration (as defined in the Fourth Schedule to the Income Tax Act) paid to any persons by SAARMSTE shall be commensurate with the services rendered to SAARMSTE (with reference, if possible, to remuneration generally paid by similar organizations) and such service shall not economically benefit any person in a manner that is inconsistent with SAARMSTE's objectives as stated in clause 2 - OBJECTIVES.
- (f) Should SAARMSTE provide funds to any public benefit association or association of persons, including any Chapter of SAARMSTE, which may have been granted exemption in terms of Section 30 of the Income Tax Act, SAARMSTE shall place such conditions upon such funds provided so as to ensure that the funds will be utilized for the objects for which such funds were provided (being consistent with the objectives of SAARMSTE).
- (g) SAARMSTE shall not participate in the carrying on of any business undertakings or trading activities of a profit-making nature and shall specifically not have the power to:

- (i) buy or otherwise acquire property of any nature for the purposes of leasing such property to any person or to carry on the business of letting property on a systematic basis;
 - (ii) enter into any transactions of a patently speculative nature in relation to property without having obtained the approval of the Commissioner of Inland Revenue (SA);
 - (iii) carry on business including, *inter alia* ordinary trading operations in the commercial sense, speculative transactions and dividend stripping activities.
- (h) No loans may be made to a member of SAARMSTE, a donor or any of their relatives or to a private company or close corporation in which the above- mentioned members are shareholders or directors or members.
- (i) No building owned by SAARMSTE may be occupied free of charge by any person.
- (j) If SAARMSTE is dissolved, any assets of SAARMSTE shall be transferred to some other association(s) or association(s) having aims similar to the aim of SAARMSTE and which enjoy(s) similar tax-exempt status under the Income Tax Act, or to the State.
- (k) SAARMSTE shall not use its resources directly or indirectly to support, advance or oppose any political party.

22. DISSOLUTION OF SAARMSTE

- (a) SAARMSTE shall be dissolved by a resolution of the AGM adopted in accordance *mutatis mutandis* with the procedures laid down in 20 – AMENDMENTS OF THE CONSITUTION, for constitutional amendments.
- (b) Any motion for the dissolution of SAARMSTE shall also state how the assets of SAARMSTE must be dealt with in accordance with 21(j) - FUNDS.

This constitution was approved and accepted by members of:

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

EXECUTIVE COMMITTEE

At a special meeting held in _____ MAY 2019 _____ Month/Year

and minuted, as per Constitution: May 2019

Signature of President _____ Date _____

Prof Kenneth Ngcoza

Signature of Secretary - Treasurer _____ Date _____

Dr Tulsidas Morar