

**The Australian Mathematical Society (Inc.)**

**Women in Mathematics Special Interest Group**

**Rules of Procedure**

**Approved by Council September 2012**

**Amended by a Ballot of the Women in Mathematics Special Interest Group January 2015  
and January 2017**

**I – Introduction**

1. The following Rules are to be read in conjunction with the constitution of the Australian Mathematical Society, in sequel to be referred to as the Society.

**II – Name, Objects and Composition of the Group**

2. The Group shall be called Women in Mathematics, hereafter to be referred to as the Group.
3. The objects of the Group shall be to:
  - (a) encourage women and girls to study and to have active careers in the mathematical sciences;
  - (b) gather and provide information on women in mathematics;
  - (c) promote equal opportunity and the equal treatment of women and girls in the mathematical sciences.
4. To further these objects, the Group may, among other things:
  - (a) hold or participate in conferences, meetings, seminars, short courses, lectures or other events for members of, and visitors to, the Group;
  - (b) sponsor joint activities with other bodies concerned with the areas covered by the Group;
  - (c) encourage the interaction of women in mathematics thereby providing opportunities for mentoring of female mathematicians;
  - (d) assist with the dissemination of information and material relating to women in the mathematical sciences.
5. The Group shall consist of two classes of Members, namely:
  - (a) Ordinary Members, who shall be those persons who are not members of the Society but who elect to pay an annual membership fee to the Group, the amount thereof to be equal to the Society's annual reciprocal membership subscription;
  - (b) Dual Members, who shall be those members of the Society who request membership of the Group.

### III - Officers and Executive Committee

6. The Executive Committee of the Group shall consist of Members of the Group, with its composition subject to the provisions of Paragraph 8.
7. The Officers of the Group shall be a Chair, a Secretary and a Treasurer, all of whom shall be Dual Members of the Group.
8. The Executive Committee of the Group shall consist of the Officers above mentioned, the Incoming Chair (in even-numbered years beginning in 2018), the Immediate Past Chair (in odd-numbered years beginning in 2019) and two further elected Members who shall be called Ordinary Members of the Executive Committee. At least half of the Ordinary Members of the Executive Committee shall be Dual Members of the Group. The President of the Society or the President's nominee shall be an ex officio member of the Executive Committee.
9. The Executive Committee shall manage the business of the Group and shall act to further the objects of the Group.
10. The Executive Committee of the Group shall seek approval from the Council of the Society for the annual budget and the financial arrangements for any major undertaking.
11. The Chair or the Chair's nominee shall preside at all meetings of the Executive Committee. Three members of the Executive Committee shall constitute a quorum.
12. The Secretary shall keep a record of the activities of the Group and the Executive Committee, shall be responsible for the conduct of ballots, and shall do all such things for the use and service of the Group as appertains to this office, including the annual submission of a written report on the activities of the Group to both the Executive Committee of the Group and the Council of the Society.
13. The Treasurer shall collect and receive all funds on account of the Group and shall deposit the same in an interest bearing Society Account established in the name of the Group. Payments from this Account shall be made by cheques signed by the Treasurer and one other person nominated by the Committee. The Treasurer shall keep true accounts of the sums of money received and expended by the Group and shall annually submit a financial statement to both the Executive Committee of the Group and the Council of the Society. The annual financial statement shall be made available to any Member of the Group on request.
14. (a) All members of the Executive Committee shall act in an honorary capacity.  
(b) The Group may, from time to time, invite distinguished mathematicians to act as (honorary) Patrons of the Group.

#### IV - Meetings

15. The Executive Committee of the Group shall organise as it sees fit such meetings, conferences and seminars in furtherance of the objects of the Group.
16. (a) Where fees are to be charged to cover expenses involved in the organisation and conduct of such meetings, conferences and seminars, Members of the Group may pay a discounted fee as determined by the Executive Committee.  
(b) In matters relating to attendance at meetings the Group shall extend appropriate courtesies, as determined by the Executive Committee, to Honorary Members of the Society.  
(c) In matters relating to publications of the Group, the Group shall extend appropriate courtesies, as determined by the Executive Committee, to Institutional Members of the Society.

#### V - Ballots and Elections

17. Positions on the Executive Committee shall be declared vacant on January 31 of every second calendar year.
18. a) All members of the Executive Committee of the Group, with the exception of the Chair, Incoming Chair, and Outgoing Chair shall be elected for a period of two years by members of the Group. The Chair of the Group shall be elected one year in advance of taking up the office of Chair; they shall serve for one year as Incoming Chair, then for two years as Chair, then for one year as Outgoing Chair.  
b) An election shall be held for the Secretary, Treasurer and Ordinary Members of the Executive Committee in each even-numbered year, beginning in 2018. An election shall be held for the Chair in each odd-numbered year, beginning in 2017.
19. Such elections above mentioned shall be by postal or electronic ballot, the Returning Officer to be appointed by the Executive Committee.
20. a) The Returning Officer shall notify in writing each Member of the Group of the call for nominations for Secretary, Treasurer and Ordinary Members of the Executive Committee; this notification shall be given by October 31 of each odd-numbered year.  
b) The Returning Officer shall notify in writing each Member of the Group of the call for nominations for the Chair of the Group; this notification shall be given by October 31 of each even-numbered year.
21. Nominations for any or all of the Offices and Seats to be filled may be made by any two Members who are entitled to vote at the ensuing election, provided that the persons nominated are entitled to vote at the ensuing election and that the nominations are received by the Returning Officer no later than November 30.

22. Following the closure of nominations, the Returning Officer shall conduct a postal or electronic ballot which shall close by December 31.
23. Retiring Officers and Members of the Executive Committee shall be eligible for re-election to any position on the incoming Executive Committee.
24. Each Member who is entitled to vote shall have just one vote in respect of each Office and each Seat to be filled.
25. The Member who receives the highest number of votes for each single Office shall be declared elected, and those members who receive the (up to) two highest number of votes for Ordinary Members of the Executive Committee shall be declared elected. If two or fewer nominations are received for Ordinary Members then they shall be automatically elected.
26. Persons elected as Secretary, Treasurer or Ordinary Members of the Executive Committee shall take up their respective positions on February 1 of the year following the elections. The person elected as Chair shall take up their position as Incoming Chair on February 1 of the year following their election, their position as Chair one calendar year later, and then their position as outgoing Chair two years later for one year.
27. The Executive Committee shall decide whether to fill casual vacancies on the Committee should they occur. Such vacancies shall be filled by appointment by the Committee or by official ballot subject to the provisions of Paragraph 8.
28. In the extraordinary case where no election of Officers or Ordinary Members to the Executive Committee has taken place when due, the Council of the Society shall intervene and take whatever action it deems appropriate.

#### VI - Amendment of Rules

29. Any question concerning an alteration of this set of Rules of Procedure shall be decided by a special ballot restricted to Dual Members of the Group.