



DRAFT ... Constitution of the sigma Network DRAFT

SECOND REVISED DRAFT 13 Feb 16

To be adopted from 1st August 2016

1. NAME:

The name 'The **sigma** Network for Excellence in Mathematics and Statistics Support' is adopted as the name of the Association. Hereafter the Association will simply be referred to as the **sigma** Network.

In written and electronic communication and publication, **sigma** will be written in lower case and bold. The logo of the former **sigma** CETL (Centre for Excellence in Mathematics and Statistics Support) is adopted as the logo of the Association.

2. ADDRESS:

The address of the **sigma** Network will be [that of the Secretary].

3. AIMS AND OBJECTIVES:

The aims of the **sigma** Network are:

- i) to be an association that champions the provision of mathematics and statistics support to students in Higher Education.
- ii) to promote engagement with, and dissemination of, effective models for mathematics and statistics support, cultivate a community of practice and act as a supportive network for the general professional development of staff involved in this field.
- iii) to be acknowledged as a lead professional association for mathematics and statistics support in Higher Education, and contribute to policy and strategy at national and international level.

The objectives of the **sigma** Network are:

- a) to support and facilitate discussion, exchange information, and arrange meetings and events on the diverse activities related to mathematics and statistics support, open to all with an interest in the field.
- b) to facilitate contacts between mathematics and statistics support professionals, services and associated bodies in Higher Education, both nationally and internationally.
- c) to identify, describe, analyse and discuss all aspects of mathematics and statistics support in practice, through contribution to relevant research and publications relating to learning and teaching and students' experience of Higher Education.
- d) to encourage the development and dissemination of effective materials, resources and approaches in mathematics and statistics support.
- e) to work with other agencies in developing standards for training and professional development in mathematics and statistics support.

These and other aims may be pursued by the creation of special interest groups within the **sigma** Network.

4. STRUCTURE AND ORGANISATION:

The **sigma** Network is organised in England and Wales on the basis of a network of six regional hubs:

- South East England
- South West England and South Wales
- Eastern England
- Midlands
- North West England and North Wales
- North East England and Yorkshire

Each hub is based at a named host institution, which is committed to the aims of the **sigma** Network. The institution reaffirms its willingness to host the hub each academic year.

Each hub arranges local meetings and events to further the interests and continuing professional development of **sigma** Network members, in line with the **sigma** Network's aims and objectives. Hubs will share examples of successful activities or resources developed in their region with the other hubs in the Network, to create a supportive and evidence-informed community of practice.

The **sigma** Network will maintain a website to promote its work, and host or link to relevant materials and resources.

The **sigma** Network will maintain and monitor an email list, which will be the main channel of communication among its members.

The business year of the **sigma** Network shall be 1st August to 31st July.

5. GOVERNANCE

Ultimate responsibility for the **sigma** Network is vested in an Annual General Meeting (see below). Responsibility for the day-to-day management is conferred upon an elected Steering Group.

5.1 Annual General Meeting

An Annual General Meeting shall be held each year. A quorum will consist of twenty persons entitled to vote. The notification for an Annual General Meeting will be circulated at least 28 days in advance of the meeting. Extraordinary General Meetings may be called at a minimum of 21 days' notice on the written request of twenty-five percent of all voting members of the Association or more than half of the Steering Group. Such a meeting may deal only with the business for which it has been called.

The business of the Annual General Meeting will be as follows:

Chair's report
Secretary's report
Treasurer's report
Hub and Special Interest Group reports
Discussion of and voting on motions
Election of Steering Group members
Any Other Business

Voting shall be by a show of hands or, when circumstances merit, by written ballot, from individual members, delegated representatives or nominated proxies.

5.2 Steering Group

Day-to-day management of the **sigma** Network shall be vested in a Steering Group, which shall be the only body authorised to conduct the Association's business in line with decisions made at the AGM. The Steering Group shall comprise:

- one representative of each of the six **sigma** regional hubs, who will be identified as the hub co-ordinators; and
- four additional members.

The Steering Group shall be confirmed annually at the Annual General Meeting, with elections held if required.

If any Steering Group post falls vacant during a term, the Steering Group shall seek to identify a new representative to fill that vacancy; continuation of this appointee shall be subject to confirmation or re-election at the next Annual General Meeting.

The Steering Group will meet at least four times each year. At the first meeting of the Steering Group after the annual elections, the Steering Group will select from among its members the postholders for the offices of Chair, Vice-Chair, Secretary and Treasurer. This meeting will be chaired by the previous year's Chair, until the new Chair has been selected.

The Steering Group shall have authority to co-opt additional temporary members for specific purposes during any one year.

The quorum for a meeting of the Steering Group shall be six, which includes at least two officers.

6. MEMBERSHIP:

6.1 Individual Membership:

For the first (transition) year (1st August 2016 to 31st July 2017), any bona fide subscriber to the **sigma** Network email discussion list and any delegate to the annual CETL-MSOR Conference will be granted individual membership of the Association.

Thereafter, individuals will be invited to submit a simple membership application, in order that a membership database can be drawn up. The Steering Group may decide to levy an annual fee for Individual Membership, which must be approved at the AGM.

Individual members each have one vote at the AGM. This vote may be made in person, or by written proxy to the Secretary.

6.2 Institutional Membership:

For the first (transition) year (1st September 2016 to 31st August 2017), there will be no formal institutional membership, beyond the involvement of those institutions hosting a regional hub. The Association will promote itself at institutional level and seek expressions of interest and support from institutions to help inform the nature and scope of institutional membership in future years.

7. FINANCE

The **sigma** Network is a non-profit making organisation and any funds generated shall be used to fulfil the objectives of the Association. Its bank account(s) shall be in credit at all times.

The financial year shall be the business year, 1st August to 31st July.

The amount for membership subscriptions will be set annually at the Annual General Meeting. Subscriptions may be set at zero.

The Treasurer is accountable to the Steering Group for all financial transactions. Only the Steering Group can authorise expenditure. Cheques must be signed by the Treasurer and one other Officer. The Treasurer will present a summary report of income and expenditure at the Annual General Meeting. The accounts shall be audited at the end of the Treasurer's term of office or as directed by the Steering Group.

8. AMENDMENT OF ARTICLES OF THE CONSTITUTION

Amendments can only be made at the Annual General Meeting or an Extraordinary General Meeting, subject to ten days' notice being given of the proposed change. Notice of proposed amendments must be given by email posted to the **sigma** Network email list, or posted to the Association's membership directly.

Amendments shall require a two-thirds majority of those voting the Annual General Meeting or Extraordinary General Meeting.

9. DISSOLUTION

The Association shall dissolve if a resolution for dissolution is carried by a two-thirds majority of those entitled to vote at a General Meeting.

Should the Association disband, any surplus assets remaining after liabilities have been cleared shall be transferred to such charitable organisations as may be decided by majority vote at that General Meeting.

10. STANDING ORDERS

The Chairperson may limit any discussion at meetings. Those present shall speak only when recognised by the Chair. The Vice Chair shall deputise for the Chair when required.

The Secretary shall keep minutes of Steering Group meetings and make them available to members, and shall maintain an accurate current directory of the membership.

No member or representative shall purport to make a commitment on behalf of, or represent the views of, the **sigma** Network without the authorisation of the Steering Group.

[End]