

THE M500 SOCIETY

CONSTITUTION

1 NAME

The society shall be called 'The M500 Society' (referred to hereafter as 'The Society'). The name may be abbreviated to M500.

2 AIMS

(a) To help members and others to increase their understanding of mathematics, its applications and its teaching.

(b) To provide opportunities for students and others interested in mathematics to interact.

3 ACTIVITIES

(a) The Society shall normally operate at a distance through the following publication which will be sent free to all members except where indicated.

There shall be a magazine called M500 which shall be the main organ of the Society for disseminating mathematics, views and information to the members. The views expressed in M500 shall be those of the authors concerned and need not necessarily represent those of either the Editorial Board or the Open University. All items published in M500 shall be open to criticism, argument and comment.

(b) The Society shall arrange a residential weekend (referred to hereafter as the Weekend) at a suitable institution each academic year. The object of the Weekend will be to help Open University students revise and prepare themselves for the examinations of the particular Open University courses they are studying. The Weekend shall be open to non-members of the Society as well as members, subject to such conditions and safeguards as the Executive Committee of the Society consider to be appropriate.

(c) The Society may arrange such other events as the Executive Committee consider to be appropriate in accordance with the aims of the Society stated in Article 2 of this Constitution.

4 MEMBERSHIP

(a) Membership of the Society shall be given to all persons accepting the general policy of the Society as laid down in this Constitution, and paying the appropriate subscription in accordance with Article 6 of this Constitution.

(b) The Executive Committee may award membership of the Society without payment of subscription to persons or classes of persons whom they consider to be deserving of it; such membership shall be for whatever period the Executive Committee consider to be appropriate.

(c) Membership may be refused to persons who are opposed to the aims of the Society.

5 OFFICERS OF THE SOCIETY

(a) (i) The Officers of the Society shall be a Secretary, a Membership Secretary, a Treasurer, a Weekend Organizer and an Editor.

(ii) One person shall be allowed to hold more than one office provided the Executive Committee consists of four members.

(iii) The duties of one office may be carried out by more than one person, but only one of those persons will hold the office.

(iv) The Officers of the Society shall form an Executive Committee which shall be responsible for the management of the Society in accordance with this Constitution.

(v) The Executive Committee shall be members of and have the right to co-opt other M500 members to form the M500 Committee. Co-opted members shall be responsible to the Executive Committee and shall have such duties and such rights as the Executive Committee may decide.

(vi) The M500 Committee shall meet as often as necessary to transact the business of the Society. A quorum of four people, with a minimum of two Executive Committee members, shall be present at such a meeting for that meeting to be considered formal.

(vii) There shall be a Chair of the M500 Committee who shall be elected by the Executive Committee from amongst the members of the M500 Committee in order to conduct meetings.

(viii) Minutes will be taken of formal meetings of the M500 Committee and will be distributed to all appropriate Committee members.

(ix) The Executive Committee shall re-elect to the M500 Committee at the first formal meeting of the Executive Committee after 1 January each year, unless the Executive Committee records a reason for not doing so, those members of the M500 Committee who are not Officers of the Society and who hold their position by co-option on to the M500 Committee.

(b) The duties of the Officers of the Society shall be as follows

(i) The Secretary shall be responsible for constitutional matters such as the election of Officers, acting as Secretary to the Executive Committee and the M500 Committee.

(ii) The Membership Secretary shall be responsible for renewals of membership from existing members, maintaining the membership list, co-operating with the Weekend Organizer on Weekend matters, producing the mailing list, in conjunction with the Editor arranging the distribution of M500 and other items, dealing with enquiries from prospective members, processing completed forms and record sheets, sending new members M500 and other publications prior to transferring the records to the Secretary.

(iii) The Treasurer shall be responsible for the organization and administration of the Society's financial affairs including advising the Executive Committee and the M500 Committee of an appropriate level of subscription, establishing in conjunction with the Weekend Organizer the charges to be made to persons attending the Weekend and the levels of any payments to be made.

(iv) The Weekend Organizer shall organize the M500 Weekend, being responsible for the selection of venue, date and booking arrangements, choice of courses to be presented, tutors for the courses, numbers on each course, numbers attending the Weekend, preparation of news-sheets and Weekend information brochures, collection of moneys, preparation of accounts for the Treasurer.

(v) The Editor shall be responsible for producing the M500 magazine.

(c) The Executive Committee may override any decision or action of an Officer or Committee member if the Executive Committee believes that decision or action to be detrimental to the Society.

(d) The M500 Committee shall have the right to terminate the membership of the M500 Committee of any co-opted member, should this be necessary. Two-thirds of the members of the M500 Committee shall be in agreement before such action can be taken.

(e) The M500 Committee may appoint paid administrators to assist the Officers of the Society in carrying out their duties as outlined in Article 5(b) of this Constitution. The duties and remuneration of any such administrators shall be determined by the Executive Committee. The paid administrators may be members

of the Executive Committee or the M500 Society but will be excluded from voting on any matter where a conflict of interests may arise. Whether an item is considered to constitute a conflict of interests shall be determined by a simple majority of the remainder of the Executive Committee.

(f) The Executive Committee may appoint persons to assist in the organization of any events arranged under Article 3(b) or 3(c) of this Constitution.

6 FINANCE

(a) The Society's financial year shall run from 1 August to 31 July.

(b) The subscriptions to the Society shall be of such an amount and for such a period as the M500 Committee shall from time to time decide.

(c) The Treasurer shall be responsible for the conduct of financial matters and shall maintain the accounts of the Society.

(d) The accounts of the Society shall be subject to annual audit.

(e) The Treasurer and any one other Officer of the Executive Committee will sign cheques or make bank withdrawals on behalf of the Society.

(f) The Treasurer shall be the Primary User for online and telephone banking, with authority to make payments up to £100,000 and to appoint Secondary Users with authority to access banking details and make payments up to a suitable limit as determined by the Treasurer.

(g) In the event of the Society being dissolved or wound up its assets shall be realized and any sum remaining after settlement of all outstanding liabilities shall be donated to the Open University Students Educational Trust or other charitable body whose aims are to assist students of the Open University.

7 ELECTION OF OFFICERS

(a) Election of Officers shall take place once a year at the Annual General Meeting (AGM)

(b) All members shall have full and equal voting rights.

(c) All voting shall be undertaken at the AGM

(d) Unless they have indicated to the Secretary their contrary wish, existing Officers shall automatically be nominated for election.

(e) If for any reason an Officer's post should fall vacant, the Executive Committee shall have the right to appoint some person to fill that post until the next election. That person shall assume all the rights and duties appropriate to the office held, as though that person had been elected to the office by the members, except that the clauses relating to co-opted members of the M500 Committee shall apply until the next AGM

8 ANNUAL GENERAL MEETINGS

(a) An Annual General Meeting (AGM) shall be called within ten months of the end of the Society's financial year and may be held in person via a conference call or video conference call or such other process as determined by the Committee.

(b) At least 28 days' notice ("Notice") of the AGM will be given by the Secretary to all members stating the business to be transacted and specifying the names of the persons nominated by the M500 Committee as Officers for the ensuing year. The Notice shall either be accompanied by a statement of the accounts for the financial year which ended on the previous 31 July or will state that such statement is available on request from the Secretary.

(c) A member wishing to nominate any other member for office or to propose a resolution or raise any business at an AGM shall give notice of this to the

Secretary not later than 14 days before the AGM or such later date as the M500 Committee shall allow.

(d) At all General Meetings the Chair shall preside, or if the Chair is not present or is unable to conduct the meeting, a member of the M500 Committee, as agreed by the M500 Committee, shall preside.

(e) All members have the right to vote in person or by proxy at the AGM and any Extraordinary General Meeting.

(f) Any proxy appointed must be a member entitled to vote at General Meetings. Any appointment of a proxy must be in a form supplied by the Secretary, signed by the member entitled to vote and must be received by the Secretary not less than 48 hours before the time for holding such meeting. Any proxy is only valid for the duration of that meeting or adjourned meeting and shall not be invalidated by the death of the member appointing the proxy unless the Secretary has notice of such death before the meeting or adjourned meeting.

(g) The quorum of any General Meeting shall be 20 members.

8 The M500 Society is affiliated to the Open University Students Association (OUSA)

9 AMENDMENTS TO THIS CONSTITUTION

(a) Amendments to this Constitution shall be agreed by a simple majority of the membership.

(b) Proposed amendments to this Constitution shall be sent to the Secretary to arrive not later than (10) ten weeks before the AGM or such later date as the M500 Committee shall allow.

(b) Accepted constitutional amendments will be submitted to the Open University Students Association for ratification.

13 April 1994; corrected 11 November 1994, 6 September 1998, 14 June 2006, 14 December 2008; updated 6 July 2011, 20 November 2012, 1 March 2019 adopted 13 March 2020. Adopted May 2024