

# Constitution of the sigma Network

Effective from 13<sup>th</sup> December 2024

## 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.

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

## 2. 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 the leading professional association for mathematics and statistics support in Higher Education.
- iv) to contribute to policy and strategy relating to mathematics and statistics support 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 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 encourage the development and dissemination of effective resources and research relevant to mathematics and statistics support.
- d) to provide opportunities for high quality 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.

### 3. GOVERNANCE

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

#### 3.1 Annual General Meeting

An Annual General Meeting shall be held each year. A quorum will consist of ten percent of members entitled to vote. The Secretary will circulate notification of the Annual General Meeting 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 percent of all members of the Association entitled to vote, 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

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 online or written ballot.

#### 3.2 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 (or delegate) the Association's business. The Steering Group shall comprise:

- Ten - twelve voting members
- Early career or tutor (current student) representatives (non-voting)

both confirmed annually at the Annual General Meeting, along with

- Representatives of associated (as defined by the Steering Group) professional networks (non-voting) assigned by their home network
- The Membership Secretary (non-voting), assigned by the membership database host institution.

If any Steering Group post falls vacant during a term, the Steering Group shall seek self-nominations from the membership to fill the vacancy with elections held as required; continuation of this appointee shall be subject to confirmation 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 (non-voting) members for specific purposes during any one year. Co-opted memberships cease at the AGM.

The quorum for a meeting of the Steering Group shall be a minimum of 50% of the current voting members, including at least two officers.

## **6. MEMBERSHIP:**

### **6.1 Individual Membership:**

Individuals will apply for membership via a simple membership application, in order that a membership database can be drawn up for the purposes of defining membership rights. A higher education institution in England or Wales provides secure data processing and storage of the membership database under the stewardship of the Membership Secretary, an employee of the host institution. The Steering Group may decide in future 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 (physically or online), or by written proxy to the Secretary.

### **6.2 Institutional Membership:**

The Association may 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, 1<sup>st</sup> August to 31<sup>st</sup> 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 at 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.

This Constitution was ratified at the Annual General Meeting on 13<sup>th</sup> December 2024.