



SAARMSTE

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

SAARMSTE

Chapter

Information

and

Guide

*Information required to form a
Southern African Association for Research in
Mathematics, Science and Technology Education
(SAARMSTE) Chapter
and
hints on how to keep it going...*

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What is a Chapter?

Chapters serve to connect the broader membership with each other and with the activities of SAARMSTE more generally. Chapters provide local activities in the different countries and provinces thereby encouraging members to share research and local concerns on an ongoing basis. Chapters can be formed in any country or province within Southern Africa. Where great distances between members within a country or province create difficulties in meeting, sub chapters are a possible option, rather than giving up on what is essentially an important area of keeping abreast with research in the individual's profession.

Why form a Chapter?

SAARMSTE is a growing and developing organization, however, it is possible that some who may be involved in research in Mathematics, Science and Technology Education, are left out of the key activities of the Association by virtue of the distances and costs involved. As such SAARMSTE chapters provide a vehicle, that encourages representation, in all SAARMSTE activities, of all those interested and within Southern Africa. The Association initially introduced the idea of chapter formation, in countries outside South Africa; however, the concept proved so successful that it also encourages chapters within South Africa. A strategy that encourages researchers, within reach of each other, to work together, to further the objectives of the Association.

What are the objectives of the Association?

As documented in the Association Constitution, the objectives of SAARMSTE focus on the advancement of research in mathematics, science and technology education (hereinafter "MSTE") in Southern Africa by:

- (a) fostering a sense of community among researchers in MSTE and allied disciplines;
- (b) promoting research to improve and develop MSTE programmes in response to current and future needs;
- (c) encouraging discussion and research around key issues in MSTE;
- (d) organising meetings at which the results of MSTE research can be presented;
- (e) assisting in the development of research skills relevant and appropriate to the MSTE field, and developing further expertise in that field by means of organizing workshops, short courses and exchange visits;
- (f) liaising with other MSTE bodies;
- (g) supporting publication of research in MSTE; and
- (i) building an open forum for debate encompassing different MSTE research paradigms;

What are the benefits of forming a Chapter?

A Constituted Chapter provides support and encouragement in carrying out research. Chapters support and advise on attendance and participation at SAARMSTE conferences. Chapters enjoy legal standing in the country in which they are formed, providing status and access to fundraising, to assist and support Chapter activities for the benefit of researchers in MSTE.

What activities can a Chapter expect to run?

Some Chapters coordinate an Annual Colloquium to provide a platform for Chapter members who may wish to submit papers for presentation at an upcoming Annual SAARMSTE Conference. Such an activity serves as a rehearsal to familiarize authors and/or presenters with the presentation process. For example, this picture illustrates participants at an Eastern Cape Colloquium (September 2018), in an atmosphere of support, i.e. a 'safe' space.



Other popular events are Writing Clinics or Workshops in which authors wishing to submit their papers to a Journal, e.g. AJRMSTE, congregate together with an expert Editor who facilitates the event, while providing guidelines on what to do and how. See this picture taken at a Writing Clinic at the Nelson Mandela University (July 2018) with Prof Fred Lubben.



Other activities that a group of researchers, within a Chapter may consider, are:

- Forming study groups for post graduate students to share and discuss their research.
- Providing workshops on aspects of research, technical skills, and/or presentation skills.
- Ongoing and regular representation in SAARMSTE's Research School, as with its Annual Conference

See the section on: 'What do Chapters need to do', point 2, for more possible activities.

How does a Chapter evolve?

To become a SAARMSTE Chapter, the requirements are: for a group of MSTE personnel within Southern Africa, (country or province), with an interest in pursuing research in mathematics, science and technology education (MSTE) to form a core group, or committee, towards creating a SAARMSTE Chapter. The group must be organized into a formal

association with legal status within the relevant country. As such, a ratified Chapter will be required to have:

- a name
- a Constitution, and
- be registered according to the legislation in the respective country.

Once an interested group is established, a member of the group, (generally the chairperson), should apply to SAARMSTE Executive Committee for recognition as an official SAARMSTE Chapter. The following documents should be sent to the SAARMSTE Secretariat for this purpose, to email: saarmste@gmail.com:

- A letter of motivation to the SAARMSTE Executive Committee requesting recognition as an emerging Chapter, for inclusion in the SAARMSTE AGM agenda, for the Chapter Constitution to be ratified.
- A draft Chapter Constitution, which should be checked for any clashes with the Chapter Constitution template, (2020 amended), can be found on the SAARMSTE website, www.saarmste.org (under 'Chapters').
- All Chapter Constitutions need to be in English and approved by the SAARMSTE Executive Committee before the Chapter can be considered operational.

Once the proposed Chapter Constitution is accepted, a Chapter bank account, should be opened, (in a recognised banking or deposit-receiving institution), in the name of the Chapter. Bank details should be provided to the SAARMSTE Executive Committee, (through the Secretariat: saarmste@gmail.com), together with names and positions of the Chapter bank account signatories.

What do Chapters need to do?

There are three activities that each Chapter should carry out to remain 'active':

1. Hold and minute an **Annual General Meeting** once a year where the Chapter Committee for the year should be voted in. The committee should comprise five members, i.e. Chairperson, Deputy Chairperson, Secretary/Treasurer plus two members. A copy of the minutes of the AGM should be sent to the two active Chapter Representatives, (who form part of the SAARMSTE Executive Committee), to keep on file. To find out who the Chapter Representatives are, see www.saarmste.org the SAARMSTE website, or contact the Secretariat for details at email: saarmste@gmail.com
2. Hold **at least one function/activity every year**. This could be a writing clinic / workshop, mini-symposium, group research meet, community engagement programme, etc. The list of activities is open, and may even include regular and ongoing attendance at SAARMSTE's Annual Research School and/or Conference, within the remit of the SAARMSTE Association objectives. It is up to the Chapter

Committee to find out what is practical and fulfils a need, within its community and within the objectives of the Association. The SAARMSTE Executive Chapter Representatives can be contacted for assistance within these activities.

3. At the end of the calendar year, the Chapter Chairperson and Committee are responsible for completing the **Chapter Annual Report**, (see Appendix 1). This is due every year by 30 December as a requirement by the Association Executive Committee and for the Association Annual General Meeting.
4. Members of the Chapter Committee, must be paid up members of SAARMSTE. To become a member, or renew outdated membership, refer to the SAARMSTE website, (www.saarmste.org) to: Apply or Renew Membership.
5. It is incumbent on the Chapter Committee to advise their members of anticipated meetings and/or activities, and to provide information to ensure maximum attendance and support.
6. Each Chapter must supply names and contact details of committee members as per Appendix- SAARMSTE Annual Chapter Report Template

How is a Chapter funded?

- In certain circumstances the Association may grant seed funding to a Chapter for a particular activity or activities. For a Chapter to receive any funding from the Association, it should submit a request to the Executive Committee in the form of a plan of action, or motivation, for the forthcoming year or individual event. Note: such a request can be submitted for one activity at a time. Such motivation should include a proposed budget itemizing other income and a breakdown of expenses. Only once the funding request is approved by the Association Executive Committee will any funding be handed over. Annual reports, in cases where seed money has been provided by the Association should include:
 - A brief report on the event/s with photos, (where possible);
 - Numbers / email addresses and names of those attending;
 - Itemized record of income and expenses for the year;
 - A copy of the Chapter bank statement indicating relevant incoming and outgoing funds pertaining to the actual Chapter activity or activities held.

Dormancy

A Chapter may be considered at risk of dormancy if one of three conditions are not met. These are:

- no activity over the past one or two years, or
- no chapter meetings, or
- no forwarding of financial statements as indicated in the Chapter Constitution, (Finances - clause 9.5).

For further details on Dormancy and Closure refer to the Chapter Constitution clauses 12 and 13.

Chapter Representative Support

If a Chapter requires support of any kind, be it information or some form of assistance, they should contact one or both of their Chapter Representatives who form the pipe-line between Chapter members and the Association Executive Committee. Chapter Representatives are there to:

- Assist with all Chapter related issues including:
 - Helping to set-up a Chapter;
 - Responding to queries and/or concerns from a Chapter;
 - Keeping in touch and encouraging all Chapters to keep going;
 - Advising on possible activities through the year, and
 - Assisting in solving problems in generally running a Chapter once it is set up.

In addition, representatives are there to:

- Pass on to the Association Executive and Secretariat issues from Chapters that may require further support;
- Ensure all Constitutions are approved and ratified at the Association Annual General Meeting, generally held in January of each year;
- Motivate any emerging Chapters to complete their Constitutions and forward these before the Association AGM for approval and ratification;
- Ensure all reports outlined in this document are collected from each Chapter and forwarded to the Association Secretariat;
- Pass on to the Association Secretariat newsworthy items of Chapter activities that should be included in the SAARMSTE website, Facebook or Twitter, to share with the broader community, (i.e. those involved in MSTE and who have an interest in MSTE).

Chapter Representatives

There are two Chapter Representatives on the SAARMSTE Executive Committee at any given time. These representatives are voted in by the members at the Annual General Meeting (AGM) generally held at SARMSTE's Annual Conference. The current Chapter Representatives for 2020 are:

Prof Nicky Roberts (South Africa)

Nicky@kelello.org

Dr Beata Dongwi (Namibia/SADC)

bdongwi@yahoo.com

Executive Committee

Members of the SAARMSTE Executive Committee are available to offer guidance and support to a Chapter. They should be contacted for queries either through the Chapter

Representatives or the Association Secretariat. Contact details can be found on the SAARMSTE website: www.saarmste.org

Office of the Secretariat

Ms Carolyn Stevenson-Milln

saarmste@gmail.com

Appendices

1. Annual Chapter Report Template

Appendix 1 – Annual Chapter Report Template



The Secretariat, c/o 8 Villa D'Este, Portbury Road, Grahamstown, Eastern Cape, South Africa • Cell: +27 82 977 9858 • Email: saarmste@gmail.com

SAARMSTE Annual Chapter Report Template

Date: from dd/mm/year to dd/mm/year

This form must be submitted timeously, for the Association Annual General Meeting

. **Report deadline: 30 December of each year**

CHAPTER INFORMATION	
Chapter name:	

CHAPTER COMMITTEE FOR the year

CHAIRPERSON (year.....) CONTACT DETAILS	
Name:	
Postal address:	
Telephone:	
Fax number:	
Email:	

DEPUTY CHAIRPERSON (year) CONTACT DETAILS	
Name:	
Postal address:	
Telephone:	
Fax number:	
Email:	

SECRETARY/TREASURER (year) CONTACT DETAILS	
Name:	
Postal address:	
Telephone:	
Fax number:	
Email:	

MEMBER 1 (year.....) CONTACT DETAILS	
Name:	
Postal address:	
Telephone:	
Fax number:	
Email:	

MEMBER 2 (year.....) CONTACT DETAILS	
Name:	
Postal address:	
Telephone:	
Fax number:	
Email:	

CHAPTER ACTIVITIES FOR the year

Please add in additional event lines as required.

Event 1:

Event 2:

Event 3:

FINANCIAL REPORT FOR the year

Include Income and Expenditure Report

CHAPTER BANK DETAILS FOR (year.....)	
Account name:	
Bank name:	
Branch name:	
Branch number:	
Account number:	
Any other info:	

PLEASE NOTE - VERY IMPORTANT:

Please attach a copy of the bank-stamped chapter bank statement to this annual report.

Without this bank statement, this report is incomplete.

CHAPTER PRESIDENT:

SECRETARY/TREASURER:

SIGNATURE:

SIGNATURE:

DATE:

DATE:

Please send the completed Annual Chapter Report with the email subject **CHAPTER REPORT: Chapter Name (year.....)** to: saarmste@gmail.com and also copy it to the Chapter Representative on the Executive Committee by no later than the 30th of December of each year.