

# The Joint Mathematical Council of the United Kingdom

A Charitable Incorporated Organisation

Registered with the Charity Commission for England and Wales, Registered Charity Number: 1171223

Registered Office: De Morgan House, 57-58 Russell Square, London, WC1B 4HS

## Bye Laws

6 June 2018

### **0 Revision**

- 0.1 These bye laws shall be reviewed before the end of 2019.
- 0.2 Where a bye law states that a power provided in the Constitution shall not be exercised, that bye law shall not be repealed without the Trustees adopting a policy on the exercise of that power and, where appropriate, bye laws relating to the exercise of that power.

### **1 Safeguarding**

- 1.1 The JMC shall not work directly with children unless the Council has specifically authorised that work, the Trustees have adopted a detailed policy on safeguarding children and all checks required by law have been carried out.
- 1.2 The JMC shall not work directly with vulnerable adults unless the Council has specifically authorised that work, the Trustees have adopted a detailed policy on safeguarding vulnerable adults and all checks required by law have been carried out.

### **2 Reporting**

- 2.1 The financial year and the year for the annual report shall run from 1 August in each calendar year until 31 July in the next calendar year.
- 2.2 The annual accounts shall include the accounts of all committees and a list of the accounts (including those of its committees) in which the JMC's funds are held.
- 2.3 The annual report shall include a list of all members (and, where not natural persons, their representatives), a list of all trustees and a list of all committees.

### **3 Elections**

- 3.1 The Secretary shall conduct elections but if he or she is impeded from doing so by conflict of interest then the Treasurer shall conduct the election. (Such a conflict of interest shall be considered to arise if the election is for the office of Secretary and the Secretary is eligible to be re-elected or if the Secretary (or a connected person) is nominated or seeks nomination for election to another position.)
- 3.2 For the purposes of articles 12.7.4.2 and 12.7.4.3 of the Constitution, the word 'short' shall mean capable of being printed in the typeface Arial in ten-point font within a rectangle 17 centimetres wide and 25.7 centimetres high.

### **4 Finance**

- 4.1 No one may authorise a payment (including by signing a cheque) to himself or herself or to a connected person.
  - 4.2.1 The Chair, Secretary and Treasurer shall be authorised signatures for all accounts (including those of its committees) in which the JMC's funds are held.
  - 4.2.2 Each year at their meeting preceding the Annual General Meeting, the Trustees shall review the bank mandates and authority limits for each of the bank accounts held by the JMC (including any held for use by its committees).
  - 4.3.1 No cheque is to be signed unless the date, payee and amount have been completed (this bye law prohibits the signing of blank cheques).
  - 4.3.2 No cheque is to be signed until documentation to support the validity of the payment has been received (including, as appropriate, relevant invoices and confirmation that the goods or services have been received).
  - 4.3.3 All cheque books shall be stored securely.
  - 4.3.4 All payments by cheque shall be recorded promptly in cash books including details of the cheque number, the nature of the payment, the amount of the payment, the payee and who signed the cheque.

- 4.4.1 No electronic payment shall be authorised until documentation to support the validity of the payment has been received (including, as appropriate, relevant invoices and confirmation that the goods or services have been received).
  - 4.4.2 All security devices for electronic payments shall be stored securely.
  - 4.4.3 All electronic payments shall be recorded promptly in cash books including details of the transaction number, the nature of the payment, the amount of the payment, the payee and who authorised the transaction.
  - 4.5 No payment shall be made in cash or using cards which are preloaded with cash where cash withdrawals are made by using a PIN at a cash point or similar facility.
  - 4.6.1 No order shall be placed on behalf of a third party using an account held by the JMC with another party.
  - 4.6.2 No order placed using an account held by the JMC with another party shall be referred to a third party for payment.
  - 4.7.1 The JMC shall not exercise its powers provided in article 4.5 of the Constitution relating to borrowing.
  - 4.7.2 The JMC shall not exercise its powers provided in article 4.6 of the Constitution relating to acquiring property.
  - 4.7.3 The JMC shall not exercise its powers provided in article 4.7 of the Constitution relating to disposing of property.
  - 4.7.4 The JMC shall not exercise its powers provided in article 4.8 of the Constitution relating to employing staff.
  - 4.7.5 The JMC shall not exercise its powers provided in article 6.2 of the Constitution relating to benefits and payments to charity trustees and connected persons.
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