Department of Mathematics.

2 June 1988.

KH/ew.

To: Members of interim Executive Committee:

Kathy Horadam, Peter Higgins, Graham Clarke (R.M.I.T.);
Chuck Miller (Melbourne);   Tom Hall, Hans Lausch (Monash);
Brian Davey (La Trobe).

Re: A.M.S. Special Interest Group.

Enclosed is the reply from the A.M.S. establishing the requested S.I.G.,
the "Victorian Algebra Group".

Thanks for your support in getting it off the ground.   We will notify
known potential members when the second cicular for the Algebra Conference
is distributed, and provide explanation and some details then.   In the
meantime, please bring the Algebra Conference to the attention of anyone
(visitors, students) whom you think may be interested.

KATHY HORADAM (Dr.)
(Chair).
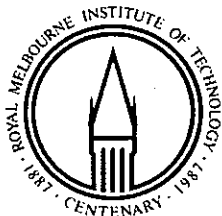
THE AUSTRALIAN MATHEMATICAL SOCIETY

School of Mathematical and Physical Sciences
Murdoch University
Murdoch WA 6150

Telephone (09) 332 2143   Secretary: Dr. Walter R. Bloom

30 May 1988

Dr K J Horadam
Department of Mathematics
Royal Melbourne Institute
    of Technology
G P O Box 2476 V
MELBOURNE   VIC   3001

Dear Kathy

I am pleased to advise that Council at its sixty-fifth meeting agreed
to your request of 11 May to establish a Special Interest Group, to be
known as the Victorian Algebra Group. Enclosed is a copy of the Rules
of Procedure that include the details you submitted.

I should draw your attention to Section 7, which requires the Officers
of the Group to be Dual Members, and hence members of the Australian
Mathematical Society..

In case you haven't already done so, it would be a good idea for the
Sixth Annual Algebra Conference of Victoria to be advertised in the
Australian Mathematical Society Gazette, Notices of the American
Mathematical Society, New Zealand Mathematical Society Newsletter
and the London Mathematical Society Newsletter. I would be happy to
pass on any such details that are sent to this office.

The Treasurer, Dr B D Jones, would be pleased to provide financial
advice related to the running of the Group.

Yours sincerely

Walter R Bloom

WRB:ljh

enc.

cc. Dr B D Jones

THE AUSTRALIAN MATHEMATICAL SOCIETY

Victorian Algebra Group

R U L E S O F P R O C E D U R E

I - INTRODUCTION

1. The following Rules are to be read in conjunction with the constitution of the Australian Mathematical Society, in sequel to be referred to as the Society.

II - NAME, OBJECTS AND COMPOSITION OF THE GROUP

2. The Group shall be called the "Victorian Algebra Group" hereafter to be referred to as the Group.

3. The objects of the Group shall be to foster and promote interaction between and research by algebraists resident in or visiting Victoria.

4. To further these objects, the Group may among other things:-

(a) hold or participate in conferences, meetings, seminars, short courses, lectures or other events for members of, and visitors to, the Group;

(b) sponsor joint activities with other bodies concerned with the areas covered by the Group;

(c) encourage the interaction of algebraists employed in the higher education sector and those in the general community:

(d) assist with the dissemination of information and material relating to algebra;

5. The Group shall consist of two classes of Members, namely:

(a) Ordinary Members, who shall be those persons who are not members of the Society but who elect to pay an annual membership fee to the Group, the amount thereof to be equal to the Society's annual reciprocal membership subscription;

(b) Dual Members, who shall be those members of the Society who request membership of the Group and who pay an annual capitation fee to the Group, to be determined from time to time by the Group.

III - OFFICERS AND EXECUTIVE COMMITTEE

6. The Executive Committee of the Group shall consist of Members of the Group, with its composition subject to the provisions of Paragraph 8.

7. The Officers of the Group shall be a Chair, a Secretary and a Treasurer, all of whom shall be Dual Members of the Group.

8. The Executive Committee of the Group shall consist of the Officers abovementioned and four further elected Members who shall be called Ordinary Members of the Executive Committee. At least half of the Ordinary Members of the Executive Committee shall be Dual Members of the Group. The President of the Society or the President's nominee shall be an ex officio member of the Executive Committee.

9. The Executive Committee shall manage the business of the Group and shall act to further the objects of the Group.

10. The Executive Committee of the Group must seek approval from the Council of the Society for the annual budget and the financial arrangements for any major undertaking.

11. The Chair or the Chair's nominee shall preside at all meetings of the Executive Committee. Four members of the Executive Committee shall constitute a quorum.

12. The Secretary shall keep a record of the activities of the Group and the Executive Committee, shall be responsible for the conduct of Postal Ballots, and shall do all such things for the use and service of the Group as appertains to this office, including the annual submission of a written report on the activities of the Group to both the Executive Committee of the Group and the Council of the Society.

13. The Treasurer shall collect and receive all funds on account of the Group and shall deposit the same in an interest bearing Society Account established in the name of the Group. Payments from this Account shall be made by cheques signed by the Treasurer and one other person nominated by the Committee. The Treasurer shall keep true accounts of the sums of money received and expended by the Group and shall annually submit a financial statement to both the Executive Committee of the Group and the Council of the Society. The annual financial statement shall be made available to any Member of the Group on request.

14.
(a) All members of the Executive Committee shall act in an honorary capacity.

(b) The Group may, from time to time, invite distinguished mathematicians to act as (honorary) Patrons of the Group.

IV - MEETINGS

15. The Executive Committee of the Group shall organise as it sees fit such meetings, conferences and seminars in furtherance of the objects of the Group.

16.
(a) Where fees are to be charged to cover expenses involved in the organisation and conduct of such meetings, conferences and seminars, Members of the Group may pay a discounted fee as determined by the Executive Committee.

(b) In matters relating to attendance at meetings the Group shall extend appropriate courtesies, as determined by the Executive Committee, to Honorary Members of the Society.

(c) In matters relating to publications of the Group, the Group shall extend appropriate courtesies, as determined by the Executive Committee, to Institutional Members of the Society.

V - BALLOTS AND ELECTIONS

17. Positions on the Executive Committee shall be declared vacant on January 31 of every second calendar year.

18. The Executive Committee of the Group shall be elected for a period of two years by Members of the Group.

19. Such elections abovementioned shall be by Postal Ballot, the Returning Officer to be appointed by the Executive Committee.

20. The Returning Officer shall notify in writing each Member of the Group of the call for nominations for Officers and Ordinary Members of the Executive Committee; this notification shall be given by October 31 of each election year.

21. Nominations for any or all of the Offices and Seats to be filled may be made by any two Members who are entitled to vote at the ensuing election, provided that the persons nominated are entitled to vote at the ensuing election and that the nominations are received by the Returning Officer no later than November 30.

22. Following the closure of nominations, the Returning Officer shall conduct a Postal Ballot which shall close by December 31.

23. Retiring Officers and Members of the Executive Committee shall be eligible for re-election to any position on the incoming Executive Committee.

24. Each Member who is entitled to vote shall have just one vote in respect of each Office and each Seat to be filled.

25. The Member who receives the highest number of votes for each single Office shall be declared elected, and those members who receive the (up to) four highest number of votes for Ordinary Members of the Executive Committee shall be declared elected. If four or fewer nominations are received for Ordinary Members then they shall be automatically elected.

26. Persons elected as Officers or Ordinary Members of the Executive Committee shall take up their respective positions on February 1 of the year following the elections.

27. The Executive Committee shall decide whether to fill casual vacancies on the Committee should they occur. Such vacancies shall be filled by appointment by the Committee or by Postal Ballot subject to the provisions of Paragraph 8.

28. In the extraordinary case where no election of Officers or Ordinary Members to the Executive Committee has taken place when due, the Council of the Society shall intervene and take whatever action it deems appropriate.

VI - AMENDMENT OF RULES

29. Any question concerning an alteration of this set of Rules of Procedure shall be decided by a special Postal Ballot restricted to Dual Members of the Group.