

# **THE CONSTITUTION OF THE TEXAS COUNCIL OF TEACHERS OF MATHEMATICS**

## **ARTICLE I – NAME**

This council shall be known as the Texas Council of Teachers of Mathematics, hereafter referred to as the Council, or TCTM.

## **ARTICLE II – AFFILIATION**

This council shall be affiliated with the National Council of Teachers of Mathematics (NCTM).

## **ARTICLE III - PURPOSES**

Section 1. To encourage an active interest in mathematics.

Section 2. To provide the opportunity to study and keep abreast of any new trends in the teaching of mathematics.

Section 3. To improve teacher training programs for Texas mathematics teachers.

Section 4. To assist Texas mathematics teachers in obtaining the benefits from the NCTM and the Conference for the Advancement of Mathematics Teaching (CAMT).

Section 5. To promote and sustain active local affiliated councils throughout the state.

## **ARTICLE IV - MEMBERSHIP**

Section 1. Individual membership is available upon payment of dues as provided in the by-laws.

Section 2. Associate membership is available to any full-time student upon payment of dues as provided in the by-laws.

Section 3. Honorary membership may be granted to any person who has rendered service which this council may desire to recognize with a life-time honorary membership, upon the recommendation of the Executive Board. An honorary member shall be exempt from paying dues and shall enjoy all privileges of individual membership.

Section 4. Institutional membership is available to any school, college, or organization, upon payment of dues as provided in the by-laws.

Section 5. Special interest groups, whose goals are consistent with TCTM, may be recognized by the Executive Board.

## **ARTICLE V - OFFICERS AND EXECUTIVE BOARD**

Section 1. The officers of the council shall be a president, two vice-presidents, a secretary, a treasurer, and six regional directors elected by a plurality vote of the membership.

Section 2. There shall be an NCTM Representative, a Director of Publications, Journal Editor(s), a parliamentarian, CAMT Board representatives, and a Government Relations representative appointed by the president with the approval of the Executive Board.

Section 3. The voting members of the Executive Board shall include the elected officers.

Section 4. The non-voting members of the Executive Board shall be the NCTM Representative, the Director of Publications, the Journal Editors, the Parliamentarian, the President-Elect or Past President, and CAMT Board representatives that do not hold elected offices.

#### **ARTICLE VI - MEETINGS**

Section 1. There shall be at least one regular meeting of the Council during the fiscal year.

Section 2. There shall be at least one meeting of the Executive Board during the fiscal year.

#### **ARTICLE VII – AMENDMENTS**

This constitution may be amended in the following manner:

- A. The proposed amendment or amendments shall be sent to the president or to the secretary at least ninety days prior to the annual meeting.
- B. An announcement of the proposed change(s) and a voting ballot shall be included in the general announcement of the annual meeting.
- C. To become effective, any change(s) in the constitution shall be approved by a two-thirds majority of members who respond to the distributed balloting.

#### **ARTICLE VIII – DISSOLUTION**

If, at any time, the Texas Council of Teachers of Mathematics shall cease to carry out the purposes that are herein stated, all assets and property held by it, whether in trust or otherwise, shall, after payment of its liabilities, be paid over to the National Council of Teachers of Mathematics to be used exclusively for any project, or educational purpose, as determined by the Board of Directors of that organization.

# **THE BY-LAWS OF THE TEXAS COUNCIL OF TEACHERS OF MATHEMATICS**

## **ARTICLE I - RULES OF ORDER**

Robert's Rules of Order or Gregg's Parliamentary Law shall be the authority on all questions of procedure not specifically stated in this constitution and by-laws.

## **ARTICLE II - EXECUTIVE BOARD**

The executive board shall serve as the governing body of the Council. It shall have power to transact the business of the council; initiate, develop, and determine the policies of the council; establish the budget; and appoint officers as provided in the constitution and by-laws.

## **ARTICLE III - SPECIAL INTEREST GROUPS**

Special Interest Groups currently recognized by TCTM are: none as of July 2010.

## **ARTICLE IV - QUALIFICATIONS, TERMS, AND DUTIES OF OFFICERS AND OTHER MEMBERS OF THE EXECUTIVE BOARD**

### Section 1. Qualifications of Officers

- a. Officers of this council shall be individual members of the Council and the NCTM.
- b. One vice-president shall be a member with elementary mathematics responsibilities, and one vice-president shall be a member with secondary mathematics responsibilities.

### Section 2. Terms of Office

#### Elected Officers

- a. All elected officers shall assume their duties at the beginning of the fiscal year (see article VII).
- b. The president shall serve for a period of two fiscal years (not subject to reelection), succeeding to office from the office of president-elect. This office, if vacated in the second fiscal year, shall be filled by the president-elect. This office, if vacated in the first fiscal year, shall be filled by the secretary.
- c. The president-elect shall be elected to serve for the fiscal year corresponding to the second fiscal year of the president's term of office. This office, if vacated, shall be filled by an election either by mailed ballot or at the annual meeting of the Council.
- d. The vice-presidents shall be elected to serve for the period of two years and shall be subject to one reelection for a maximum of two consecutive terms. One vice-president shall be elected each year. These offices, if vacated, shall be filled by an election either by mailed ballot or at the annual meeting of the Council.
- e. The secretary shall be elected to serve for a period of two years and shall be subject to one reelection for a maximum of two consecutive terms. This office, if vacated, shall be filled by an election either by mailed ballot or at the annual meeting of the Council.

f. The treasurer shall be elected to serve for a period of two years and shall be subject to reelection. This office, if vacated, shall be filled by the executive board, or by an election, either by mailed ballot or at the annual meeting of the Council.

g. The regional directors shall be elected by members in each of the six geographical regions of the State of Texas, designated as Southeast, Northeast, Northwest, Southwest, South and Central, for a period of two years and shall be subject for reelection. These offices, if vacated, shall be filled by an election or at the annual meeting of the Council.

h. No individual member may hold more than one elected office at the same time.

#### Appointed Officers

i. The representative to the National Council of Teachers of Mathematics shall be appointed by the president, with the approval of the executive board, for a period of one year, and shall be eligible for re-appointment.

j. The Director of Publications shall be appointed by the president, with the approval of the executive board, for a period of two years and shall be eligible for re-appointment.

k. The Journal Editor(s) shall be appointed by the president, with the approval of the executive board, for a minimum of three years, and shall be eligible for reappointment.

l. The parliamentarian shall be appointed by the president, with the approval of the executive board, for a period of one year and shall be eligible for re-appointment.

m. Three CAMT Board representatives shall be appointed by the president, with the approval of the executive board, for a period of three years each and shall be eligible for reappointment. These appointments will be staggered.

n. The government relation's representative shall be appointed by the president with the approval of the executive board, for a period of one year and shall be eligible for reappointment.

o. The Membership Chair shall be appointed by the president, with the approval of the executive board, for a minimum of two years, and shall be eligible for re-appointment.

#### Section 3. Duties of Officers

a. The president shall preside at all meetings of the Council and the executive board; shall administer the affairs of the council; shall appoint all committees not otherwise provided for; and shall be an ex-officio member of all committees. The president shall prepare an annual report to be given at the annual meeting of the Council and filed as part of the permanent record. The president or designee shall serve as the alternate delegate to the NCTM Delegate Assembly at the Annual meeting; expenses to attend the meeting are paid for by TCTM.

b. The president-elect shall perform duties as assigned by the president and shall be an ex-officio member of all committees.

c. The immediate past-president shall assist the president and executive board.

d. The vice-president with elementary responsibilities shall represent elementary interests, promote membership and provide publicity. The vice-president with secondary responsibilities shall represent secondary interests, promote membership and provide publicity.

1. The vice-president not standing for election shall serve as chair of the Nominations and Elections Committee (see Article VI Section 2(a)).

2. One of the vice-presidents (either the vice-president not standing for election, or a vice-president who was recently re-elected) shall preside over the TCTM Information Session at the Conference for the Advancement of Mathematics Teaching (CAMT). If a new vice-president was elected just prior to CAMT, the incoming vice-president shall organize strategies to promote information about TCTM at CAMT.

e. The secretary shall keep all records and minutes of the Council and of the executive board; and shall preserve the annual reports and historical records of the council. Records include the results of any executive board business conducted via email. The Secretary will also maintain records of operational procedures of the TCTM Board of Directors, such as procedures for electronic voting or guidelines for spending and reimbursement, that are established and approved by a majority vote of the TCTM Board of Directors.

f. The treasurer shall collect all dues and other income of the Council; shall pay all routine bills provided for by the annual budget and such other bills as approved by the executive board or the president; shall keep all financial records, and shall make an annual financial report to the executive board and the council. A copy of this report shall be filed as part of the permanent records.

g. Each regional director shall promote the organization and maintenance of the local councils and solicit from the region nominations for TCTM offices.

1. The regional director may organize leadership workshops for officers of local affiliated groups and may organize TCTM sponsored regional conferences, or any other activity which may benefit the local affiliated groups.

2. The regional director is encouraged to attend, as a speaker or as a TCTM representative, local or regional conferences that are sponsored by local affiliates of NCTM that are located within their region.

h. The NCTM representative shall serve as the liaison between NCTM and TCTM and shall be responsible for the NCTM booth at CAMT. The NCTM representative shall attend the annual NCTM Conference and Exposition at TCTM's expense and shall serve as the official delegate to the NCTM Delegate Assembly at the Annual Conference.

i. The Director of Publications shall support the editor of the journal and newsletter.

j. The Journal Editor(s) shall solicit articles, submit them for review, and prepare all materials for publication.

k. The parliamentarian shall advise the president on matters of parliamentary procedure.

l. The CAMT Board representatives shall represent TCTM at the semi-annual CAMT board meetings and shall give a report from such meetings to the executive board.

m. The Government Relations representative shall represent TCTM in business and public affairs where requested by the executive board or the president.

n. The Membership Chair will keep a database of all members' addresses, emails, phone numbers and other descriptive information of members up-to-date and ready for the mail out of the publications. The membership chair will respond to inquiries from members about their membership status and communicate with NCTM about membership when requested.

## **ARTICLE V - GEOGRAPHICAL REGIONS**

The State of Texas shall be divided into six regions comprised of areas that coincide with designated ESC regions.

Section 1. The NORTHEAST Region consists of ESC regions 7, 8, 10, and 11.

Section 2. The SOUTHEAST Region consists of ESC regions 4, 5, and 6.

Section 3. The NORTHWEST Region consists of ESC regions 9, 14, 16, and 17.

Section 4. The SOUTHWEST Region consists of ESC regions 15, 18, and 19.

Section 5. The SOUTH TEXAS Region consists of ESC regions 1, 2, and 3.

Section 6. The CENTRAL TEXAS Region consists of ESC regions 12, 13, and 20.

## **ARTICLE VI – COMMITTEES**

### Section 1. Standing Committees

#### a. Editorial Board

The Editorial Board shall be chaired by the Chair of the Editorial Board, and shall consist of the Chair of the Editorial Board, director of publications, and additional members appointed by the president. The Editorial Board shall be responsible for the procurement of materials for publication and distribution of all bulletins of the council and shall submit announcements and other pertinent materials to state and national publications.

### Section 2. Special Committees

#### a. Nominations and Elections Committee

The vice-president not standing for election shall serve as chair. The vice-president shall name additional committee members as needed. The committee shall serve for regular elections. The committee shall make every effort to secure at least two nominees for each vacant office. The nominees shall be presented to the members by way of a printed or electronic ballot. Ballots shall be returned to the chair of the committee, who shall, with one other officer, count the ballots and certify the results to the committee.

#### b. The Auditing Committee

This committee shall audit the financial records before the annual meeting. This committee shall consist of the president, treasurer, and one other member of the executive board. This committee shall also ensure that Form 990 federal tax documents are filed on time.

c. Leadership Award Committee

This committee, as appointed by the President, shall solicit nominations and present one nominee to the Board of Directors for the TCTM Leadership Award and the E. Glenadine Gibb Award. The TCTM Leadership Award shall be awarded to an individual who exhibits leadership at the local and/or state level in mathematics education. The E. Glenadine Gibb Award shall be awarded to an individual who exhibits leadership at the state and/or national level in mathematics education. Nominations for both Awards shall come from local affiliate councils of NCTM within the state of Texas, from members of the TCTM Board of Directors, or from TCTM members.

d. Other Special Committees

These committees shall assume duties as outlined when appointed. The term of these committees shall extend for the purpose that is designated by the Board of Directors when the committee is established, and the committee shall expire when that purpose is fulfilled.

## **ARTICLE VII - FISCAL YEAR AND MEMBERSHIP DUES**

Section 1. The fiscal year for the Council shall be from January 1 extending through December 31.

Section 2. Membership dues

- a. Annual dues received directly from an individual or associate member shall be thirteen dollars. Membership fees received through CAMT registration shall be ten dollars.
- b. There shall be no annual dues for honorary members.
- c. Annual dues for an institutional member (such as a university library) shall be forty dollars for three journals and twenty dollars for one journal.

## **ARTICLE VIII - MEETINGS AND QUORUMS**

Section 1. One regular meeting of the Council shall be held during the annual meeting of CAMT. This meeting will be scheduled by the president. A quorum shall consist of twenty-five members.

Section 2. At least one meeting of the executive board shall precede the annual council meeting at the CAMT meeting. A quorum shall consist of six members.

## **ARTICLE IX – AMENDMENTS**

These by-laws may be amended by a two-thirds majority of the voting members of the executive board present.