

TIDEWATER COUNCIL OF TEACHERS OF MATHEMATICS CONSTITUTION

By-Laws

Amended Effective Date: 2 February 2019

ARTICLE I

Name:

This organization, a direct affiliate of the National Council of Teachers of Mathematics (NCTM) and Virginia Council of Teachers of Mathematics (VCTM) will be known as the TIDEWATER COUNCIL OF TEACHERS OF MATHEMATICS (TCTM), hereinafter referred to as the Council.

ARTICLE II

Mission Statement:

The COUNCIL is an organization dedicated to unifying Tidewater mathematics educators to improve, enrich, and support the teaching and learning of mathematics for all.

Vision Statement:

The COUNCIL, in partnership with NCTM, through our meetings and activities will be a cohesive voice committed to ensuring high quality mathematics instruction is accessible to all learners, at the local level. We envision a world where everyone is mathematically literate and empowered by the opportunities that mathematics affords.

ARTICLE III

Membership:

Section 1. Eligibility

Any person or institution subscribing to the purposes of the Council shall be eligible for membership in the Council.

Section 2. Kinds of Membership

- a. Individual Members shall be those persons who subscribe to the purposes of the Council.
- b. Student Members shall be those persons who are enrolled in an educational institution, but who have not taught professionally, and pay one-half the annual dues.
- c. Emeritus Members shall be those persons who have retired from an educational institution, and pay one-half the annual dues.
- d. Honorary Members shall be those persons whom the Council may desire to recognize for outstanding contributions to mathematics education. The Executive Board shall determine no more than one person to so honor each year.

- e. Life Members shall be those persons who pay one-time dues equal to twenty-five times the current annual dues.
- f. Institutional members shall be those institutions who pay annual dues.

Section 3. Voting

Every member of the Council with a current membership shall be entitled to one vote in elections and business meetings of the Council. Elections and voting may be conducted virtually, with the approval of the President and at least one other voting board member. The parliamentarian shall provide oversight to all elections and record the official vote.

Section 4. Dues

The Executive Board shall determine the amount of dues for members of the Council and the dues assessed on a calendar year basis.

Section 5. Fiscal Year

The fiscal year of the Council shall be from July 1 to June 30 of each calendar year.

ARTICLE IV

Governing Board:

Section 1. Elected Officers

The elected officers of the Council shall be the President, President-Elect, Immediate Past President, and Secretary.

Section 2. Duties of the Elected Officers

- a. The president shall preside at all general meetings for the organization and at all meetings of the Executive Board, shall be responsible for executing the wishes of the organization, shall direct its policies and activities, and shall prepare a written annual report to be filed with the secretary as a part of the permanent records of the Council. The president shall appoint chairs of the standing committees as specified in Article V, Section 1, and chairs of other special (ad-hoc) committees deemed necessary by the president of the Executive Board, as specified in Article V, Section 2, and subject in each case to the approval for the executive board.
- b. The president-elect, or immediate past president, shall act for the president in the president's absence. The president-elect or immediate past president shall head the standing committees for the conference. The president-elect or immediate past president shall provide oversight of level representatives who will report to the president-elect.
- c. The immediate past-president shall perform the duties of the president in the absence of the president and president-elect and chair the nomination committee.

- d. The secretary shall keep minutes of all general meetings and executive board meetings of the Council, shall be responsible for preserving the annual records of the president and treasurer, and shall preserve the reports of committees.

Section 3. Appointed Officer

The appointed officers of the Council shall be the treasurer and parliamentarian of the Executive Board. The treasurer and parliamentarian will be appointed by the Executive Board for terms determined by the Board.

Section 4. Duties of the Appointed Officer

- a. The treasurer shall receive and disburse funds of the Council upon the authorization of the Executive Board, shall receive dues and other income, shall keep the financial records of the Council, shall deposit funds of the Council in accounts whose title shall be the same as the name of the Council, shall prepare a written annual financial report, shall submit the annual financial report of an independent audit, and shall file the annual financial report with the secretary as part of the permanent records of the Council. The treasurer shall present a proposed annual budget for approval by the Executive Board prior to the fiscal year for which the budget is proposed.
- b. The parliamentarian shall execute Robert's Rules of Order, Newly Revised during all meetings, provide oversight to all elections and record the official vote, and provide training on Robert's rules when requested by the Board.

Section 5. Duties of Representatives

- a. The NCTM/VCTM representative shall represent the membership of the Council at NCTM/VTCM meetings and shall promote NCTM/VCTM membership, activities, publications, and professional services to the membership of the Council. In addition, the NCTM/VCTM representative will bring information to the Executive Board regarding policy and legislative issues relevant to math education. The representative shall be a current member of both NCTM/VCTM.
- b. The Elementary School, Middle School, High School, Community College, Four-year College and Special Education Representatives shall:
 - 1. serve as advocates of their constituencies to the Executive Board,
 - 2. attend meetings as called by the Executive Board,
 - 3. provide reports and updates to the Executive Board regarding what the local stakeholders are doing with the mathematics education,
 - 4. assist in the annual conference, as needed,
 - 5. contribute to the TCTM newsletter, and
 - 6. complete other duties as requested by Executive Board.

Section 6. Executive Board

The voting members of the Board shall consist of elected officers and Representatives. The board may appoint Ex-officio members of the Board, with voting privileges.

Section 7. Qualification and Term of Office

- a. All elected officers and members of the Executive Board must be voting members of the Council.
- b. The term of office of elected officers and members of the Executive Board shall start on July 1, the first day of the fiscal year.
- c. The president-elect shall be elected during the last quarter before the end of the first year of the president's term and shall serve the first year as president-elect, the next two-years as president, and the last year as immediate past president.
- d. All other elected officers shall serve for two years and shall be elected during the last quarter of the year before the president takes office.
- e. Representatives shall be elected to the Executive Board the last quarter of the year before the president takes office; the term of office for each member-at-large shall be two consecutive fiscal years.

Section 8. Nominations

- a. The Nominations Committee shall be co-chaired by two volunteers from the board and approved by the board.
- b. The Nominations Committee shall prepare a slate containing all nominees who are voting members of the Council, for each elected office to be filled.
- c. The preparation, distribution, collection, and tabulation of the ballots shall be the responsibility of the Nominations Committee, in accordance with the procedures approved by the Executive Board.

Section 9. Election

- a. All voting members of the Council shall be given equal opportunity to vote on-site at the annual meeting in each election of officers and representatives of the Executive Board, with procedures established by the Executive Board.
- b. b Elections and voting may be conducted virtually, with the approval of the President and at least one other voting board member.
- c. Election of officers and representatives shall be by a majority of votes cast..

Section 10. Vacancy

In the event of a vacancy of an elected position on the Executive Board, the Executive Board shall appoint a voting member of the Council to fill the unexpired term.

Section 11. Removal from Office

A Board Member may be addressed, reprimanded, placed on probationary status, or removed from office for any of the following reasons:

- a. Embezzlement of funds or other criminal activities.
- b. Harming the good name of the organization.
- d. Abusing the privileges that come with serving in any specific role. Abuses would include impeding the work flow process of meetings, prohibiting members from making motions or debating, pushing through a personal agenda, ignoring the bylaws when it is for his/her purpose.
- e. Not attending three consecutive called meetings without providing a report before the missed meetings. Board members who are absent must submit a report to the president to be excused from a meeting. Meetings will be called with no less than two weeks advance notice.

The protocol for addressing any of the issues above will consist of the following steps:

- a. Grievances will be reported to the parliamentarian.
- b. The parliamentarian will confer with Executive Board and agree upon consequences.
- c. The parliamentarian will communicate the agreed upon consequences.

ARTICLE V

Committees:

Section 1. Standing Committees

- a. The Membership Committee shall originate and put into operation plans for securing the largest possible membership in the Council and coordinate communication with affiliates.
- b. The Conference Committee shall have the responsibility for locating conference sites, planning the annual conference, and implementing the annual conference.
- c. The Program Committee shall have the responsibility for developing and implementing all aspects of the conference program.
- d. The Publications Committee shall publish a journal and other publications it deems necessary to support the purposes of the Council.

Section 2. Ad Hoc Committees

The Ad Hoc Committees of the Council shall be those committees deemed necessary by the president or Executive Board.

ARTICLE VI

Meetings and Activities:

Section 1. Annual Meeting

There shall be an annual meeting of the Council at the time and place of the annual conference of the Council. Additional meetings may be called by the Executive Board. Advance notice of this meeting shall be given in an official publication of the Council.

Section 2. Executive Board

The Executive Board will meet at least quarterly and other times as voted upon by members of the Executive Board as deemed necessary.

Section 3. Annual Conference

An Annual Conference of the Council shall be held. The conference will be held in various locations in order to encourage representation from various geographical areas. A second conference is encouraged to be held.

Section 4. Publications

The Council shall publish a Newsletter. This publication will serve as the major means of communication to the Council membership. Additional publications may be prepared with the approval of the Board.

Article VII

Quorum

Section 1. Annual Meetings

The quorum for the annual meeting and business meetings of the Council shall consist of ten percent (10%) of the current membership.

Section 2. Executive Board

The quorum for the Executive Board shall consist of at least 50% of the voting members of the Executive Board.

ARTICLE VIII

Parliamentary Authority:

The rules contained in Robert's Rule of Order, Revised, shall govern the Council in all cases to which they are applicable and in which they are consistent with these By-Laws.

ARTICLE IX

Dissolution

Section 1. Vote Needed for Dissolution

A proposal for dissolution of the organization must be submitted to the Board at least one week prior to an announced meeting. The Board must pass on such a proposal with two thirds of the majority. After this action, the proposal must be submitted to the members at the next meeting and passed by a two-thirds majority of those members present.

Section 2. Disbursement of Funds

If, at any time, TCTM shall cease to be an effective organization, all properties and assets will be paid to an organization that has purposes similar to those of TCTM with the stipulation that the funds be used for the betterment of mathematics education. The final officers shall decide the receiver by a two thirds vote of the majority. Disbursement of funds shall be made prior to the end of the fiscal quarter following the quarter in which the vote was made.