
Detroit Area Council

of

Teachers of Mathematics

Affiliate No. 4 of the National Council of Teachers of Mathematics

Constitution and By-Laws

As Proposed November 2022

Voted on: 11.21.22

— CONSTITUTION —

Article I – General

The name of this organization shall be the Detroit Area Council of Teachers of Mathematics (DACTM), hereinafter referred to as the Council.

Article II – Purposes

The Council shall exist as a nonprofit organization, shall maintain its status as an affiliate of the National Council of Teachers of Mathematics (NCTM), a 501(c) (3) organization and shall have as its purpose continued professional growth among its members by

1. encouraging an active interest in mathematics
2. providing a medium for exchange of ideas and facts related to the teaching of mathematics;
3. providing an on-going focus on new trends in mathematics education;
4. sustaining a program for improving mathematics instruction through such aids as meetings, website, scholarship, mini-grants, conferences, and a periodic publication
5. encouraging and assisting its local, state, and national organizations concerned with mathematics education.

Article III – Membership

1. Membership in the Council shall be open to all persons interested in mathematics and/or mathematics education.
2. Membership in the Council shall be open to all persons interested in mathematics and/or mathematics education.
3. Members shall pay the regular membership dues and be entitled to all the privileges of the Council.
4. The membership dues shall be set by the Executive Board, and shall be renewable upon expiration.

Article IV – Officers

1. The officers of the council shall make up the Executive Board and should be defined as follows:
 - a. President (PR)
 - b. President Elect (PE)
 - c. Recording Secretary (RS)
 - d. Treasurer (TR)
 - e. Membership Chair (MC)
 - f. NCTM Representative (NR)
2. Terms of Office
 - a. President
 - i. President shall serve a two-year term
 - ii. The President-Elect shall assume this position
 - b. President Elect
 - i. President Elect shall serve a one (1) year term prior to full-filling their presidential term.
 - ii. Voted by the Council with a plurality vote
 - c. Recording Secretary
 - i. Recording Secretary shall serve a two-year term

- ii. Voted by the Council with a plurality vote
 - d. Treasurer
 - i. Treasurer shall serve a two-year term
 - ii. Voted by the Council with a plurality vote
 - e. Membership Chair
 - i. Membership Chair shall serve a two-year term
 - ii. Appointment by the President
 - f. NCTM Representative
 - i. NCTM Representative shall serve a two-year term
 - ii. Appointment by the President
- 3. Eligibility
 - a. All Executive Board members must be have an active DACTM membership in good standing
 - b. The President shall have an active NCTM membership in good standing
 - c. The NCTM representative shall have an active NCTM membership in good standing
- 4. Vacancies
 - a. In the event that an elected officer cannot fulfill the full term of their office, the President, with majority consent of the Board, shall appoint a replacement to serve out the remaining term of office.

Article VI – Amendments

1. All proposed amendments to the Constitution shall be presented in writing to the Board of Directors.
2. Proposed amendments to the Constitution shall be presented to the membership upon a petition of 10% of the Council membership or a majority vote of the Board of Directors.
3. The proposed constitutional amendment as well as the original statement shall be appended to the announcement of the General Membership/Annual Business Meeting in the official Council publication.
4. Ratification of amendments to the Constitution shall require a three-fourths majority of the Council members present at the Annual Business Meeting
5. Unless otherwise stated in the resolution, all amendments shall take effect immediately upon ratification.

Article VII – Dissolution Clause

Upon the dissolution of the Council, any remaining assets or funds will be defaulted to the Michigan Council of Teachers of Mathematics.

— BYLAWS —

Article I – Board of Directors

Board of Directors

1. The Board of Directors shall be the policy making and governing body of the Council.
2. The Board of Directors shall include the Officers of the Executive Board, and the following positions, ideally:
 - a. Past President
 - b. MCTM Representative
 - c. Public Relations
 - i. Social Media Chairperson
 - ii. Website Chairperson
 - d. Member At Large
 - e. Elementary Representative
 - f. Middle School Representative
 - g. High School Representative
 - h. Post-Secondary Representative
3. All members of the Board of Directors are expected to regularly attend Board Meetings.
4. Among the Board of Directors, ideally there will be representation from Wayne, Oakland, and Macomb counties.
5. The President, with the approval of the Board of Directors, shall appoint members to fill all vacancies occurring between elections. Such appointment shall be valid only until the next regularly scheduled election, at which time, candidates will be placed on the ballot to serve out the remainder of that term.
6. The Board of Directors shall annually appoint an audit committee for the purpose of auditing records of financial statements.
7. The Board of Directors will award at most one life membership each year to a Council member who has exhibited outstanding service as an educator in the metro Detroit area, as defined by the Board.
8. Officers and Directors may receive reimbursement for reasonable out-of-pocket expenses connected with fulfilling their duties upon approval of the Board of Directors.
9. Officers and Directors shall not receive compensation for their services
10. The Board of Directors may approve payment for specific, extensive services related to the preparation and execution of events, conferences, etc.

Article II – Duties

Expected duties of officers are discussed below with more details in the accompanying job descriptions/policy manual.

The office of the President shall consist of the President and the President-Elect, who will work as a team to direct the Council.

1. The President shall:

- a. be the executive officer of the Council and call Board of Directors meetings when deemed necessary
 - b. preside at all meetings of the Council, and at the request of twenty or more members, shall call a special meeting of the membership;
 - c. provide an agenda for each meeting of the Board of Directors;
 - d. coordinate all activities of the Council;
 - e. appoint directors to the Board of Directors with Board approval;
 - f. serve as delegate to the NCTM Delegate Assembly;
 - g. prepare an Annual Report at the end of the term as President ; published for the membership and submitted to NCTM
 - h. fulfill all duties assigned by the Board of Directors as well as all functions usually attributed to the office;
 - i. prepare and present a budget with the treasurer at the first regularly scheduled Board of Directors meeting after July 1st
2. The President-Elect shall:
- a. actively assist the President in the duties of the office;
 - b. perform the duties of the President when the President is unable to serve;
 - c. fulfill any other duties which the President may assign;
 - d. learn the duties and responsibilities and the office of President;
 - e. serve as alternate to the NCTM Delegate Assembly.

Officer positions of the Executive Board will:

3. The NCTM Affiliate shall:
 - a. Maintain an active NCTM membership
4. The Recording Secretary shall:
 - a. keep the minutes of all Board of Directors meetings;
 - b. keep the minutes of each general business meeting of the membership
 - c. prepare and submit required Federal, State, local and organizational Reports;
 - d. be responsible for preserving the current book of minutes and for passing it along to the newly elected secretary for the succeeding year.
5. The Treasurer shall:
 - a. receive and account for all monies of the Council and shall deposit same in such bank as the Board of Directors shall designate;
 - b. pay all routine bills and such other bills as are approved by the Board of
 - c. Provide quarterly reports of the financial status of the Council
 - d. Provide an annual report of the financial status of the Council
 - e. prepare and submit required Federal, State, local and organizational financial reports including IRS 501(3)-c;
 - f. prepare an Annual Financial Report which shall become part of the General Membership/Annual Business Meeting;
 - g. become bonded at the cost of the Council if and when gross proceeds meets or exceeds \$50,000.00. All persons other than the Treasurer charged with writing checks shall be bonded at Council expense.

Member positions of the Board of Directors will:

1. Past President shall:

- a. actively assist and advise the President in the duties of the office;
 - b. perform the duties of the President when the President is unable to serve;
 - c. fulfill any other duties which the President may assign;
 - d. serve as an alternate to the NCTM Delegate Assembly
2. MCTM Representative
- a. be a member in good standing of both the Council and the Michigan Council of Teachers of Mathematics (MCTM)
 - b. serve as liaison between the Council and MCTM by attending board meetings of both councils and submit reports as requested by the Council President.
3. Public Relations
- a. prepare all publicity for the Council and its events;
 - b. organize the annual business meeting
 - c. collaborate with social media and website chairperson(s)
 - i. Social Media Chairperson
 - 1. manage social media accounts on behalf of the Council
 - 2. create, share, or otherwise elicit content to be used on social media platforms
 - ii. Website Chairperson
 - 1. manage website using Wild Apricot
4. Membership Chairperson
- a. maintain the membership records of the Council;
 - b. maintain a membership directory and mailing list;
 - c. notify members of annual membership renewal, receive forms and fees,
5. Conference Chairperson
- a. organize and chair the annual conference committee;
 - b. maintain the policies and procedures for the annual conference
 - c. monitor progress of conference development
 - d. provide updates to the Board of Directors regarding conference developments
6. Elementary Representative
- a. represent this teaching level on the Board of Directors
 - b. provide any updates that are relevant to the grade level band
 - c. organize and chair program committees for events;
7. Middle School Representative
- a. represent this teaching level on the Board of Directors
 - b. provide any updates that are relevant to the grade level band
 - c. organize and chair program committees for events;
8. High School Representative
- a. represent this teaching level on the Board of Directors
 - b. provide any updates that are relevant to the grade level band
 - c. organize and chair program committees for events;
9. Post-Secondary Representative
- a. represent this teaching level on the Board of Directors
 - b. provide any updates that are relevant to the grade level band
 - c. organize and chair program committees for events;

Article IV – Election of Officers

1. The officers shall be elected by a ballot of the membership in accordance with Article IV of the Constitution.

- a. President Elect
 - b. Secretary
 - c. Treasurer
2. A designated Council member shall present a slate of nominees to the Board.
 3. Results will be made available to the membership
 4. Incoming Board members will be invited to the last Board meeting of the school year.
 5. Said officers and Board of Directors shall enter into their duties on July 1st of the current year following their election.

Article V – Rules of Order

The Council shall be governed by Robert's Rules of Order except in matters otherwise provided for by the Constitution and By-Laws.

Article VI – Amendments

Amendments to the By-Laws shall be presented to the Board of Directors and published to the Council via email and the Council website. Amendments to the By-Laws will then be voted on at the next regularly scheduled Board of Directors meeting.

— AMENDMENTS —

Article. Section.
Approval Date