

Detroit Area Council
Of
Teachers of Mathematics

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

Constitution and By-Laws

As Proposed August 2008
To be voted on at the General Membership Meeting
To be held on

November 8, 2008

— CONSTITUTION —

Article 1 – Name

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. Members shall pay the regular membership dues and be entitled to all the privileges of the Council.
3. The membership dues shall be set by the Board of Directors, and shall be renewable upon expiration.

Article IV – Officers

1. The officers of the Council shall be:

Past-President (P-P)
President (PR)
President-Elect (P-E)
Recording Secretary (RS)
Treasurer (TR)
Vice-President for Annual Conference (VP-AC)
Vice-President for Elementary (VP-EL)
Vice-President for Middle Grades (VP-MG)
Vice-President for High School (VP-HS)
Vice-President for Post-secondary (VP-PS)

2. Terms of Office:

a. A President-elect shall be elected every other year. The term of office shall be one (1) year. At the end of that term, the President-Elect shall automatically serve two (2) years as President and one (1) year as Past-President.

b. The term of office for the Recording Secretary, Treasurer and Vice-Presidents is three(3) years.

c. The membership shall elect the Vice-President for Annual Conference and the Vice-President for Post-secondary beginning with the election in 2009.

d. The membership shall elect the Recording Secretary and the Vice-President for Middle Grades beginning with the election in 2010

e. The membership shall elect the Treasurer, Vice-President for Elementary, and Vice-President for High School beginning with the election in 2011.

f. The membership shall elect the President-Elect every odd-numbered year beginning with the election in 2011.

3. To be eligible for election, each nominee must be a member in good standing of the Council. (dues are paid up to date)

4. Terms of office shall take effect on July 1st.

5. 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 the office.

Article V – Meetings

The Council shall hold at least one General Membership/Annual Business Meeting, date and place to be fixed by the Board of Directors. A notice of this meeting shall be published in the official Council publication.

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, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

— **By-Laws** —

Article I – Board of Directors and Duties

1. The Board of Directors shall be the policy making and executive body of the Council.
2. The Board of Directors shall consist of the officers and additional Directors appointed by the President with Board consent, including:

NCTM Representative,
MCTM Representative,
Journal Editor,
Membership,
Publicity,
Hospitality,
Historian,
Scholarship Chairperson,
Mailing Secretary,
Parliamentarian,
Website,
Members-at-large.

All members of the Board of Directors are expected to regularly attend Board Meetings.

3. Among the Directors there will be representation from each of the counties Wayne, Oakland, and Macomb.
4. The President, with the consent of the Board of Directors, shall appoint members to fill all vacancies occurring between elections. Such appointments shall be valid only until the next regularly scheduled election, at which time candidates will be placed on the ballot to serve out the remaining term of that office.
5. For the purpose of preparing a ballot of nominees for elected officers of the Council, each year the Board of Directors shall appoint a nominating committee whose members shall include the current President, the current President-Elect/Past-President, and at least two other Council members.
6. The Board of Directors shall annually appoint an audit committee for the purpose of auditing the treasurer records.

7. All officers and directors shall maintain a job description for succeeding holders of that position. This and all Council materials shall be presented to the new Board of Directors at the first Board Meeting after July 1.
8. Officers and Directors may receive reimbursement for reasonable minor out-of-pocket expenses connected with fulfilling their duties upon approval of the full Board.
9. Officers and Directors shall not receive compensation for their services with the exception of the FACTORIAL stipend.
10. The Board may approve payment for specific, extensive services related to the preparation and execution of events and conferences.
11. The Board of Directors will award at most one life membership each year to a person who has been actively involved in the Council and has exhibited outstanding service to the Council, as defined by the Board.
12. The president may form an advisory council. Members will be former board members or any council member with an interest in the organization.

Article II – Duties of the Officers

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 Past-President President-Elect, who will work as a team to direct the Council.

1. The Past-President;
 - 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 alternate to the NCTM Delegate Assembly.
2. 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 at the first regularly_scheduled Board of Directors Meeting after July 1st.
3. 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.

In addition to fulfilling other duties which the President may assign, the remaining officers have the following specific duties and responsibilities:

4. The Vice-President for Post-secondary shall
- a. represent this teaching level on the Board of Directors;
 - b. organize and chair program committees for events;

- c. maintain the policies and procedures for events.
5. The Vice-President for High School shall
 - a. represent this teaching level on the Board of Directors;
 - b. organize and chair program committees for events;
 - c. shall maintain the policies and procedures for events.
 6. The Vice-President for Middle Grades shall
 - a. represent this teaching level on the Board of Directors;
 - b. organize and chair program committees for events;
 - c. shall maintain the policies and procedures for events.
 7. The Vice-President for Elementary shall
 - a. represent this teaching level on the Board of Directors;
 - b. organize and chair program committees for events;
 - c. shall maintain the policies and procedures for events.
 8. The Vice-President for the Annual Conference shall
 - a. organize and chair the annual conference committee;
 - b. shall maintain the policies and procedures for the annual conference.
 9. 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.
 10. 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 Directors;
- c. prepare a written report for each Board of Directors meeting;
- d. prepare and submit required Federal, State, local and organizational financial reports including IRS 501(3)-c;
- e. prepare an Annual Financial Report which shall become part of the General Membership/Annual Business Meeting;
- f. submit the treasury records to an auditing committee appointed by the Board of Directors.
- g. become bonded at the cost of the Council. All persons other than the Treasurer charged with writing checks shall be bonded at Council expense.

Article III – Duties of the Directors

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

In addition to other such duties as the President shall assign, directors shall have the following specific duties.

1. The NCTM Representative shall
 - a. be a member in good standing of both the Council and the National Council of Teachers of Mathematics (NCTM);
 - b. serve as liaison between the Council and NCTM;
 - c. keep the Council informed of current NCTM policies and services, including those which are necessary to maintain the Council in good standing with the NCTM.
2. The MCTM Representative shall

- 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. The Journal Editor shall
 - a. be responsible for publishing quarterly issues of the Council's journal, the Factorial;
 - b. be responsible for preserving copies of the journal and passing them along to the newly succeeding editor.
4. The Membership Director shall
 - 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, provide membership cards, and forward fees to the Treasurer.
5. The Publicity Director shall
 - a. prepare all publicity for the Council and its events;
 - b. organize the annual business meeting.
6. The Hospitality Director shall
 - a. make hospitality arrangements for all Council functions (other than Executive Board meetings);
 - b. assist the Social Director as needed.
7. The Social Director shall
 - a. make location arrangements and provide refreshments for all Executive Board meetings;
 - b. recognize special events in Board members' lives;

- c. assist the Hospitality Director as needed.
8. The Historian shall
- a. document current events and activities of the Council;
 - b. collect and maintain the historical records of the Council;
 - c. prepare historical profiles of Council events for inclusion in the Factorial or display.
9. The Archivist shall provide for the housing of the permanent records of the Council other than the Recording Secretary's and Treasurer's current records.
10. The Scholarship Chairperson shall
- a. act as liaison between the council and the sponsoring educational institutions;
 - b. form a committee to review and select scholarship and mini-grants recipients;
 - c. maintain a record of recipients' names and provide them to the Board;
 - d. inform recipients of their award.
11. The Mailing Secretary shall
- a. receive and distribute Council mail;
 - b. be responsible for mailing or otherwise distributing Council meeting notices;
 - c. mail all publications approved by the Board of Directors;
 - d. be responsible for maintaining the mailing permits.
12. The Parliamentarian shall
- a. know the Council Constitution and By-laws and have a copy with them at all Board meetings;
 - b. monitor and advise the Board of Constitutional provisions, including election calendar;

- c. orient Board members to the responsibilities of their positions.
- 13. The Website Director shall maintain the Council's website.
- 14. The Members-at-large shall assist the other officers/directors as needed.

Article IV – Election of Officers

- 1. The remaining officers shall be elected by a ballot of the membership in accordance with Article IV of the Constitution.
- 2. The nominating committee shall present a slate of nominees to the Board at the February Board meeting.
- 3. All members will have the opportunity to vote on the slate of candidates to be published in the Spring publication. All ballots must be received by June 1st. 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 in the Council publication. Amendments to the By-Laws will then be voted on at the next regularly scheduled Board of Directors meeting and adopted by a simple majority.