



CONSTITUTION OF THE ALABAMA COUNCIL OF TEACHERS OF MATHEMATICS

Article I. Name of the Organization

The name of this organization shall be the Alabama Council of Teachers of Mathematics, an affiliate of the Alabama Education Association and of the National Council of Teachers of Mathematics. This organization shall not function for profit or pecuniary benefit.

Article II. Purpose

The purpose of the Alabama Council of Teachers of Mathematics shall be: (1) to provide a vehicle through which teachers and other educators can work individually and collectively for the improvement of classroom instruction; (2) to provide publication and services; (3) to provide a forum for the discussion of new developments in mathematics; (4) to provide an opportunity for sharing innovative classroom experiences and evaluation trends in the teaching of mathematics.

Article III. Membership and Dues

1. Membership in another organization is not a prerequisite for membership in the Alabama Council of Teachers of Mathematics and membership is open to all persons without regard to race, color, gender, creed, or national origin.
2. All teachers and supervisors of mathematics as well as other persons interested in the support of mathematics education may become an active member of the Council by paying the required dues.
3. Members shall pay annual dues extending one year from the date of payment.

Article IV. District Organization

1. There will be districts to represent the geographic areas as established by the Executive Committee.
2. Each district may elect its own officers, hold meetings, and adopt rules and regulations, provided they are not in conflict with the constitution of this Council.

Article V. Meetings

1. Meetings will be conducted in accordance with the current edition of Roberts' Rules of Order.
2. There will be at least one business meeting each year.
3. Annual business meeting(s) will be held during the Fall Forum Annual Conference.
4. Each district shall have at least one meeting annually.

Article VI. Executive Committee (also referred to as the Board of Directors or Executive Board)

1. The officers shall be president, vice-president/president elect, secretary, treasurer, membership chairperson, webmaster/editor, parliamentarian, historian, and immediate past-president.
2. The executive committee shall consist of the officers, the past presidents, district directors, state representative of the National Council of Teachers of Mathematics, president of the Alabama Association of College Teachers of Mathematics, at least one state consultant of mathematics of the State Department of Education, editor of the Alabama Journal of Mathematics, two representatives to the Alabama Journal of Mathematics Board of Directors, a-preservice teacher/early-career representative(s), and the state math contest director as the ACTM board liaison to the State

Mathematics Contest Committee. NCTM Associate Affiliates who are affiliated with the Alabama Council of Teachers of Mathematics and the National Council of Teachers of Mathematics shall have a representative to the Executive Committee of the Alabama Council of Teachers of Mathematics.

3. No member shall remain on the Executive Committee without attending a minimum of one meeting annually in addition to the business meeting. Committee members must reflect active participation on the Executive Committee. Failure to fulfill these requirements will constitute basis for removal from the Committee.
4. The president, vice-president, and NCTM representative shall be members of the Alabama Council of Teachers of Mathematics AND the National Council of Teachers of Mathematics. All other officers and district directors shall be active members of the Alabama Council of Teachers of Mathematics during their entire tenure in such roles.

Article VII. Amendments

This constitution may be amended by approval of two-thirds of those voting at an annual business meeting with prior approval of the Executive Committee.

Article VIII. Dissolution Clause

If, at any time the Alabama Council of Teachers of Mathematics shall cease to carry out the purposes as herein stated, all assets and property held by it, whether in trust or otherwise shall after the payment of its liabilities, be paid over to an organization, selected by the final Executive Committee. Such an organization must have established its tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code of 1954, as now enacted or as it may here-after be amended, and such assets and property shall be applied exclusively for such charitable, scientific, and education programs.

BY LAWS

Article I. Election and Nomination of Officers

1. The president shall appoint a committee at the first Executive Board meeting of the calendar year, consisting of five members, of which, one will be the president-elect as committee chair, to present nominations for all elected officers and district directors. The slate of officers shall be posted on the ACTM website 30 days prior to the annual **business** meeting at the Fall Forum Annual Conference.
2. The membership shall be notified via email through the website of the slate of officers 30 days before the annual business meeting.
3. All officers shall be elected at the annual business meeting. Their terms of office shall begin immediately after their election.
4. All officers of the Alabama Council of Teachers of Mathematics will be elected for a two-year term of office. The following officers will be elected in the even years: president, vice-president/president elect, secretary, membership chairperson, webmaster/editor, two representatives to the Alabama Journal of Mathematics Board of Directors, and the ACTM math contest director. The following officers will be elected in the odd years:, treasurer, NCTM representative, parliamentarian, and historian.
5. District directors will serve for two years and shall be elected so as to represent the geographic areas as constituted by the Alabama Council of Teachers of Mathematics. Directors of the odd number districts shall be elected in odd number years and directors of even numbered districts shall be elected in even numbered years.
6. A vacancy in office during the year shall be filled by recommendation of the President for approval by the Executive Committee.

Article II. Duties of Officers and Executive Committee

1. The Executive Committee shall act as the governing board of the organization with the authority to transact all business occurring between the annual meetings, including the filling of any office in which a vacancy occurs. A majority of the elected members of the committee shall constitute a quorum. The Executive Committee, with approval of two-thirds of its body, shall have the power to speak in the name of the Council with respect to matters consistent with the purposes of the Council. A written notice of such meeting and its outcome shall be given to the membership of the Council. The Executive Committee may also, when feasible, refer such matters to a referendum mail (or email) vote by the entire membership, and shall make such reference of a referendum. When a mail (or email) referendum is made, a plurality is necessary for decision.
2. The president shall preside at all meetings, be chairperson of the Executive Committee, appoint all committee chairpersons, call any meetings that (s)he deems necessary, serve on the Board of Directors of the Alabama Journal of Mathematics, and be an ex-officio member of all committees.
3. The vice-president/president elect shall automatically become president should a vacancy occur in that office during the term of office, and shall preside at any meeting of the Council in the absence of the president. The vice-president/president elect shall serve as chair of the Nominating Committee, serve on the Board of Directors of the Alabama Journal of Mathematics, and perform all other duties as may be delegated by the president.
4. The NCTM Representative & Government Relations Officer serves as the primary link between NCTM and ACTM. This officer shall be in contact with the Affiliate Relations Committee (ARC) of NCTM as needed, respond to their ARC representative's communication, and forward NCTM Affiliate News to the Webmaster for distribution of relevant news for active ACTM members. They shall report at meetings the government relations of NCTM. Additional duties can be located on NCTM's Affiliate Services Guide at: <http://www.nctm.org/Affiliates/Resources/Affiliates-Services-Guide/>.
5. The secretary shall keep a record (minutes) of all meetings and shall be responsible for working with the elected officers for all correspondences of the Council (i.e. social media, news, etc.) when needed. They shall keep an updated record of all current Executive Committee members' information, including their current NCTM membership number if NCTM membership is required by corresponding with the membership chair.
6. The treasurer shall receive all dues and other manner of income including, but not limited to, funds from the annual state mathematics contest; pay all bills, as are approved by the Executive Committee; submit written financial reports to the Executive Committee; and keep records which shall be audited by a person approved by the Executive Committee when needed.
7. The chairperson of the membership committee shall formulate plans for increasing and maintaining membership in the organization as well as communicating with district directors with regard to mathematical activities and needs within districts while maintaining/monitoring the Council website list of all members. They will compile in early January, the records of membership per district for the preceding year and maintain a record annually and work with the secretary as needed regarding membership records.
8. The webmaster/editor shall be in charge of all print and electronic publications of this organization, including distribution, and chair the editorial committee. These duties include responsibility for maintaining and updating the ACTM web site on a regular basis.
9. The historian and parliamentarian shall have the usual duties peculiar to these offices.
10. The district directors shall be the representative(s) to the ACTM Executive Committee from their respective districts. Their responsibility is to promote mathematics activities in their district and maintain an annually updated list of contacts of their school districts who can distribute information to promote the annual fall forum (e.g. district math directors, coordinators, specialists) due by August 31st each year.

11. The Math Contest Director shall serve as the ACTM liaison to the host site of the state mathematics contest. They serve in the capacity of directing the contest and communicating with the ACTM Executive Committee.
12. The immediate past-president shall work with the nominations committee members and fall forum program committee as needed to help with the duties of these committees.
13. The President, Vice-President, Treasurer, Webmaster, and Membership Chair, at a minimum, shall have administrative access to the ACTM managed website to conduct duties related to their position duties.

Article III. Dues

1. Membership dues shall consist of: (a) active members - fifteen (15) dollars; (b) students -- five (5) dollars; (c) retirees: active member in good standing at least two years immediately prior to retirement - shall have the privileges of an active member at no annual dues. All members must utilize the ACTM website to create a profile. Full payment of dues may be made via the website or by submitting payment of \$15 to the ACTM Treasurer. Payments of less than the full dues amount will not be accepted by ACTM.
2. After full payment of regular member dues to ACTM (\$15), the allocation of dues shall be: (a) one (1) dollar per membership reserved for district activities; (b) the remainder to the Alabama Council of Teachers of Mathematics. ACTM will disburse the payment of dues to districts via the policy established at the executive board meeting July 16, 2016 and documented in the minutes:
 - a. Districts submit a rationale and request for funds to treasurer by December 1st of each year.
 - b. Treasurer distributes funds by February 1st of each year based on active membership at January executive board meeting (membership chair documents count via the ACTM website).
 - c. Minutes are reflected with district paid memberships (all 8) and person requesting and receiving funds.
 - d. District records will be kept cumulatively and funds may accumulate for up to 3 years. Districts may not request back dues for a time period longer than 3 years.
3. Elementary schools shall have the option to apply for an Elementary School Building Membership with annual dues of thirty (30) dollars. It is the responsibility someone in the building to keep an updated list and to submit this list to the membership chair. Benefits of this option are that all teachers will be allowed to attend the ACTM Conference at the membership rate and receive benefits of membership with ACTM.

Article IV. Committees

The standing committees shall be the nominating committee, conference committee, membership committee, finance committee, editorial committee, publicity committee, Alabama Journal committee, and Alabama state mathematics contest committee.

Article V. Procedure for Amendment

Any member of the Alabama Council of Teachers of Mathematics may propose changes in this constitution by sending proposed changes to the president at least 60 days prior to the business meeting. The president will submit the said proposal to the Executive Committee. An announcement of the proposed changes must be included in the general announcement of the business meeting.

Article VI. Parliamentary Authority

The most recent edition of Robert's Rules of Order shall be the authority of parliamentary procedure. Where said Rules of Order conflict with these bylaws, these bylaws shall prevail.

Article VII. Procedures

Effective Nov 2, 2018

The Executive Committee may establish a separate Policy and Procedures Manual which shall be binding upon the organization. The Policy and Procedures Manual shall be kept current as required by actions of the Executive Committee. The manual shall be a supplement to this Constitution and Bylaws. In the event of any conflict, this Constitution and Bylaws shall prevail.