

# Constitution

## ARTICLE I - NAME

This organization, a direct affiliate of the National Council of Teachers of Mathematics (NCTM), will be known as the Indiana Council of Teachers of Mathematics (ICTM).

## ARTICLE II - PURPOSE

The ICTM shall be a non-profit organization dedicated to the improvement of the teaching of mathematics in the elementary and secondary schools and in the two-year and four-year colleges and universities in Indiana. This organization is organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). More specifically the purposes of the ICTM shall be to encourage an active interest in mathematics, to afford a medium of interchange of views regarding the teaching of mathematics, and to further the study of problems relating to the teaching of mathematics.

No part of the earnings of this organization shall inure to the benefit of, or be distributable to its members, and other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for service rendered and to make payments and distributions in furtherance of the purposes set forth in this article. No substantial part of the activities of this organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements of) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these articles, this organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

## ARTICLE III - MEMBERSHIP

### Section 1. Eligibility

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

### Section 2. Members

a. Regular Members - Persons qualified to be regular Members are those who subscribe to the purposes of the Council.

b. Student Members - Persons qualified to be Student Members are those individuals registered in an educational institution who subscribe to the purposes of the Council and who have not taught professionally.

c. Institutional Member - Institutions qualified to be Institutional Members are those elementary schools (grade K-6) which subscribe to the purposes of the Council.

d. Life Members - Persons qualified to be Life Members are those who subscribe to the purposes of the Council and who would be categorized under one of the following:

- i. Recipients of the Retiring Teachers Award of the Indiana Council of Teachers of Mathematics, or
- ii. Persons who have made a one-time-only payment of the Life membership dues.

### Section 3. Dues

Membership privileges shall entitle the member to receive all regular publications of the Council, to attend and vote at all business meetings of the organization, and to pay a reduced registration fee at all meetings and/or conferences of the Council for which a registration fee is charged. Any person eligible for membership shall become a member by paying dues, the amount of which shall be set by the Board of Directors as stipulated in the by-laws. Dues received after February 1 will be for the next year, but membership privileges will start immediately upon payment. Dues paid for a membership that has lapsed by less than one year and received after February 1 shall be for the current year.

## ARTICLE IV - OFFICERS AND DUTIES

### Section 1. Elected and Appointed Officers

The elected officers of this organization shall be a president, president-elect or past president, secretary, treasurer, and three representatives from each of the elementary, junior high, senior high, and college grade levels. One elementary, junior high, senior high, and college level representative will be elected from each of the following telephone area codes within Indiana: 812, 317/765, and 219. The appointed officers shall be the Registrar, Treasurer, Journal Editor(s), the State Representative to the NCTM, and the General Chairman of the Annual State Mathematics Contest.

The President shall preside at all meetings, assist in making programs, appoint all committees except those provided for by motion and specified to be appointed in some other manner, direct the officers in their duties, act as chairman of the Board of Directors and Executive Committee, appoint the Registrar, the Treasurer, the Journal Editor(s), the State Representative to the National Council of Teachers of Mathematics, and the General Chairman of the Annual State Mathematics Contest, appoint other officers as deemed necessary with the approval of the Board of Directors, and in general, be responsible for the affairs of the Council during the term of office.

The President-elect or Past President shall serve as program chairman for the annual meeting and perform the duties of the president when requested to do so by the president or whenever the president shall be unable to perform the duties of the office. The president-elect shall be president the following year.

The Secretary shall keep the minutes of the meetings, distribute these to all Board of Directors members no later than two weeks prior to the next meeting, read minutes at meetings when called upon to do so by the president, conduct correspondence in the name of the organization as authorized by the president, and attend to such other duties as regularly devolve upon a secretary of such an organization.

The grade-level representatives shall represent their grade levels and regions on the Board of Directors, and the four representatives from each region shall demonstrate leadership in their geographical region by conducting at least one activity advancing mathematics or mathematics education in each region each year.

The Registrar shall be responsible for publicity and promotion of membership and for maintaining all Council records.

The Treasurer shall collect and disburse such funds as are voted to be collected and disbursed either by the membership of the Indiana Council of Teachers of Mathematics, Board of Directors, or by the Executive Committee and attend to such other duties as may devolve upon a treasurer of such an organization.

The Journal Editor(s) shall be responsible for publishing journals and/or newsletters each year as determined by the Board of Directors.

The State Representative to the National Council shall provide liaison between the National Council and the Affiliated Groups in Indiana.

The General Chairman of the Annual State Mathematics Contest shall coordinate Council activities and roles in the Contest and report to the Board of Directors.

## Section 2. Board of Directors

The Board of Directors shall have the elected and appointed officers of the Council and the immediate past president of the Council as voting members. The State Mathematics Consultant shall be an ex-officio, non-voting member. The voting members of the Board of Directors shall have the power to transact business, appoint committees, appoint the representative(s) to the delegate assembly of the National Council of Teachers of Mathematics, and to fill vacancies in office.

## Section 3. Executive Committee

The Executive Committee shall have the president, president-elect or past president, secretary, treasurer, and one grade-level representative elected by the Board of Directors as voting members.

The Executive Committee shall have the power to transact business which arises between meetings of the Board of Directors and which cannot be delayed until a regular or special meeting of the Board of Directors. The Executive Committee shall report its actions to the Board of Directors at its next meeting.

## ARTICLE V - ELECTIONS

The annual election of officers of the Indiana Council of Teachers of Mathematics shall be conducted by mail ballot. Members of the Indiana Council of Teachers of Mathematics may have their names placed on the ballot by the Nominating Committee or by submitting a written request, signed by at least three members of the Indiana Council of Teachers of Mathematics other than the nominee and including a brief biography and statement, to the Registrar. Nominations will be encouraged in the publications of the Indiana Council of Teachers of Mathematics.

Nominations will close twelve (12) weeks prior to the annual business meeting of the Indiana Council of Teachers of Mathematics. The Registrar will mail ballots, brief biographies of each candidate, and brief statements by each candidate to each member of the Indiana Council of Teachers of Mathematics at least six (6) weeks prior to the annual business meeting of the Indiana Council of Teachers of Mathematics. The Registrar will count all ballots received or postmarked on or before the day two (2) weeks before the annual business meeting of the Indiana Council of Teachers of Mathematics and will announce the results at the annual business meeting of the Indiana Council of Teachers of Mathematics. All officers will be elected by a plurality of those members voting in the election.

The President shall serve a term of two years and shall succeed to the office one year after having been elected President-elect. The President-elect shall be elected during the second year of the term of office of the President. The President shall become Past President when the President--elect succeeds to the office of President and shall serve one year in that office.

The Secretary shall be elected for a term of two years.

The representatives from the elementary, junior high, senior high, and college grade levels will be elected for three-year terms. At least one from each grade level will be elected each year. At least one from each grade level shall be a classroom teacher. The other representatives from each grade level may be anyone with interest or duties at that level. In each geographical region defined by the area codes, the terms of office will be arranged so that at least one person is in the first year of the term of office, at least one person is in the second year of the term of office, and at least one person is in the third year of the term of office. All officers shall hold office until their successors are duly elected.

The elected officers shall serve a maximum of two consecutive terms of office in the same position. All elected officers shall hold office until their successors are duly elected.

#### ARTICLE VI - COMMITTEES

The Nominating Committee shall consist of three members appointed by the president with the approval of the Board of Directors at least two months prior to the annual business meeting and shall submit its recommendations to the Board of Directors prior to the annual business meeting.

The Auditing Committee shall consist of two members appointed by the president with the approval of the Board of Directors. The books of the Treasurer shall be audited annually.

#### ARTICLE VII - DISSOLUTION

If, at any time, the ICTM shall cease to carry out the purposes as herein stated, all assets and property held by it, whether in trust or otherwise, shall, after payment of its liabilities, be paid over to an organization selected by the final Board of Directors. Such an organization must have similar purposes

and 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 hereafter be amended, and such assets and property shall be applied exclusively for such charitable, scientific, and educational programs.

#### ARTICLE VIII - AMENDMENTS

The Constitution may be amended in the following manner:

The amendment must be submitted to the Board of Directors by any member of the organization. On approval by two-thirds of the members of the Board of Directors, the amendment will then be submitted to the membership at the annual business meeting or at a time designated by the president at least 30 days prior to the meeting. If approved by a simple majority vote of the membership in attendance, the amendment will immediately become effective.

### Bylaws

#### BY-LAWS ARTICLE I - DUES

Dues shall be \$15.00 each year or \$70.00 for 5 years for regular members, \$6.00 for student members, and \$270.00 for life members.

The dues for an Institutional Membership (K-6) shall be \$40.00 for each school year. Institutional Membership entitles the building to 4 copies of each regular publication of the organization, and permits teachers from that building to attend and vote at all business meetings of the organization.

#### ARTICLE II - VACANCIES IN OFFICE

Vacancies in offices will occur if the elected officials are unable or unwilling to fulfill the duties of their offices. Vacancies in office may be filled for the remainder of the year by an appointment of the Board of Directors, as deemed necessary. If there is a vacancy in the office of the president-elect, then a president will be elected at the following regular election. A nominee for this office must have had at least one year's experience on the Board of Directors.

#### ARTICLE III - MEETINGS OF THE BOARD OF DIRECTORS

The Board of Directors will meet at least three times annually, usually during October, January, and April. Other meetings may be called by the President or by a written notice to the Secretary signed by five voting members of the Board of Directors.

#### ARTICLE IV - MEETINGS OF THE ORGANIZATION

There shall be an annual business meeting of the membership on a date to be specified by the Board of Directors. Additional meetings may be called by the president with the approval of the Board of Directors.

#### ARTICLE V - PERMANENT ADDRESS

The official address of the Indiana Council of Teachers of Mathematics will be the same as the current Treasurer

**ARTICLE VII – AMENDMENTS**

The by-laws may be amended by a two-thirds vote of the Executive Committee.