

# **Bylaws of The Missouri Council of Teachers of Mathematics**

## **Article I -- Election and Duties of Officers and Directors**

### **Section 1**

The elected officers of MCTM shall be president-elect, secretary, treasurer, the NCTM representative, **the professional development coordinator**, and five regional directors (Central, NE, NW, SE, and SW). MCTM's five regions are determined by the Executive Board and the designation of Missouri counties assigned to each region is kept by the president and secretary. Upon completion of a term of office, the president-elect serves a term as president and the president serves as past president.

### **Section 2**

The voting members of the Executive Board shall consist of the elected officers in Section 1, the president, the immediate past president, and the appointed director of the contest panel. Regular, non-voting members of the Executive Board include the representative of the Missouri Department of Elementary and Secondary Education, representatives of statewide organizations with interest in common with MCTM, and those individuals described in Article VII of this document. Other, non-voting members of the Executive Board may be appointed by the president of the organization with the approval of the Executive Board.

### **Section 3.**

The elected officers must be members in good standing of MCTM and the National Council of Teachers of Mathematics.

### **Section 4.**

The term of office for elected officers shall be two years. The president-elect, treasurer, and three regional directors (NW, SW, & SE) shall be elected in odd-numbered years. The secretary, NCTM representative, **professional development coordinator**, and the two other regional directors (Central & NE) shall be elected in even-numbered years.

### **Section 5.**

The officers of MCTM shall be elected at the annual meeting by the majority vote of all members present. The term of office begins at the adjournment of the business meeting during which they are elected.

### **Section 6.**

The duties of the officers and directors are as follows: (For complete descriptions see Appendix A.)

- a) President – The President shall be the chief executive officer of MCTM; shall preside at all regular and Executive Board meetings; shall appoint members of all

- panels; and shall be an ex-officio member of all panels, task forces, and committees other than the nominating committee.
- b) President-Elect – The President-elect succeeds the president and shall serve in place of the president at all MCTM meetings when the president is unable to attend. He/she shall serve as chairperson of the Conferences Panel and as the overall Conference Chair for the annual MCTM Fall Conference.
  - c) Secretary – The Secretary shall keep the records of all MCTM meetings.
  - d) Treasurer – The Treasurer shall be responsible for the collection and disbursement of MCTM funds; shall annually submit a budget for the approval of the Executive Board and shall provide a written financial report at each Executive Board meeting and at the annual business meeting.
  - e) Directors – The Directors assist in the organization and implementation of the business of MCTM and represent the needs and interests of the members in their assigned geographic areas.
  - f) NCTM Representative – The NCTM Representative shall serve to keep the membership informed of the NCTM professional services available to the group and shall provide the opportunity for those attending meetings and conferences to examine and purchase NCTM educational materials.
  - g) **Professional Development Coordinator – The Professional Development Coordinator shall be responsible for the planning, implementation, and evaluation of all professional development experiences provided by MCTM and will assist the President-Elect as needed on the MCTM Fall Conference.**
  - h) Immediate Past President – The Immediate Past President serves as chairperson of the Member Services Panel.

#### **Section 7.**

- a) In the event that an officer of the organization resigns or is unable to complete his/her term of office, the past president will recommend a replacement. With the approval of the Executive Board, that person will be appointed to fill that position for the remainder of the term.
- b) In the event that an officer is not fulfilling the duties of his/her office as described in Appendix A, Job Descriptions, a notice-of-intent to remove from office will be sent to the officer by the Executive Board. The officer will have 45 days to respond to the notice-of-intent indicating his/her intention to fulfill the duties, resign, or be removed from office. If no reply is received after the 45 days, then action will be taken to remove the officer pursuant to section a above.

### **Article II – Membership**

#### **Section 1. Membership Types**

There shall be three types of membership in the organization: Individual, Institutional, and Affiliate.

- a) Individual membership – There are five categories of individual membership. A **Regular Membership** is open to any individual interested in promoting the best interests of mathematics education in Missouri. A **Patron Membership** is open to a regular member who chooses to make a larger financial contribution (as

defined by the Executive Board) to support the work of the Council. A **Student Membership** is open to any secondary, undergraduate, or graduate student, who is not currently employed full time as a mathematics teacher. An **Emeritus Membership** is open to any teacher who has retired from his/her teaching position, and who is not currently teaching full-time in another position. A one-year **Complimentary Membership** is available for students with one year remaining until graduation. A similar one-year complimentary membership is also available to teachers who are in their first year of teaching.

All individual members are allowed to vote and hold office. They are also entitled to such other rights as are granted by the Executive Board.

- b) Institutional membership – This membership, intended to extend professional organization opportunities for those teachers who teach multiple subjects, is open only to elementary schools. The institution receives two copies of all MCTM publications, and individuals from this institution are granted member-only rates at conferences. (See MCTM website, publications, and/or membership form for further details.) No other individual membership rights are conferred to members of the institution.
  
- c) Affiliate membership – Affiliate membership provides an opportunity for mutual cooperation between MCTM and related local or statewide mathematics-education organizations. No individual membership rights are conferred to members of the Affiliate organization. (See MCTM website for further details.)

## **Section 2 – Terms of Membership**

All individual yearly memberships shall run for 12 months from initial payment of membership dues. Institutional and Affiliate memberships shall be renewable on September 1, and run until August 31, of the following year.

## **Section 3 – Membership Dues**

Membership dues will be set by Executive Board and will be published on the MCTM website, membership form, and in MCTM publications.

## **Article III – Panels**

### **Section 1 – Definition and Responsibilities**

- a. A panel is a collection of one or more committees with a common goal.
- b. The business of MCTM shall be conducted through four standing Panels: Member Services, Contest, Conferences, and Publications. Each panel will consist of a panel chairperson, the chairperson/director of each committee and other members as needed. A member of the Executive Board will be assigned to each panel to act as the liaison between that Panel and the Executive Board.
- c. Each Panel shall submit a yearly calendar and budget to the treasurer who will bring them before the Executive Board for approval.
- d. The term of each Panel Chairperson shall be for a period of two years.

## **Section 2 - Chairs**

- a. The Chairperson of the Membership Panel shall be the Immediate Past President.
- b. The Chairperson of the Conference Panel shall be the President Elect.
- c. The Chairperson of the Contest Panel shall be appointed by the President. That person becomes a voting member of the Executive Board. (In the event of Co-Chairpersons, the position carries only one vote.)
- d. The Chairperson of the Publications Panel shall be appointed by the President from among the elected Directors.

## **Article IV – Meetings**

### **Section 1 - Quorum**

- a. There shall be at least one meeting of the membership each year.
- b. A quorum shall consist of the members present at the meeting.
- c. The Executive Board shall meet a minimum of 4 times a year: Spring, Summer, Fall, and during the Fall conference. A quorum for the Executive Board shall be 2/3 of the voting members of the Board.

### **Section 2 – Calling of Meetings**

Either the President, or the majority of the voting Board members, can call for a meeting of the Executive Board. Business at this meeting can be conducted only if a quorum (two-thirds) of the voting members is present. All Board members are to be notified prior to the meeting, and the dates of all meetings of the Board are to be publicized to the general membership.

### **Section 3 - Responsibilities**

The Executive Board shall be the means by which all regular and recurring planning and business of the association is conducted.

### **Section 4 - Proxies**

Executive Board members are expected to be in attendance at all Board meetings. There is no provision for voting by proxy.

## **Article V – Amendment and Suspension of Bylaws**

### **Section 1**

These Bylaws can be amended by a two-thirds vote of members who are present at any meeting of the **general** membership provided at least 30 days advance notice of the intent to amend them has been made through MCTM publications. These Bylaws can also be amended by a two-thirds vote of the Executive Board provided at least 30 days advance notice has been delivered to all voting members of the Executive Board.

### **Section 2**

If a compelling need exists, these Bylaws may be suspended at a general membership meeting by a three-fourths vote of all those with voting privileges present at the meeting. The Executive Board may suspend these Bylaws with a unanimous vote of those members in attendance, providing a quorum is present.

#### **Article VII – Parliamentary Authority**

The latest edition of Robert’s Rules of Order shall be the parliamentary authority on all matters not covered by the Constitution and Bylaws of the organization.

#### **Article VIII – Appointed Executive Board Members**

The following positions shall be appointed by the President. These positions shall not be elected members of the Executive Board, but should be considered to be ad-hoc (non-voting) members of the Board. The term for each of these appointments is two years.

- a. Parliamentarian
- b. Historian
- c. Evaluations Chairperson
- d. **Social Media Coordinator**

#### **Article IX – Order of Business**

##### **Section 1.**

**Business at all Executive Board meetings will be conducted in this order.**

- 1] Call to order by the presiding officer.
- 2] Approval of the Minutes of the previous meeting.
- 3] Treasurer’s report.
- 4] Reports of panels.
- 5] Unfinished business.
- 6] New business.
- 7] Adjournment.