

# **Iowa Council of Teachers of Mathematics**

## **Board Handbook**

(Approved February 6, 2021)

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# I. Welcome & Introduction

Welcome to the Iowa Council of Teachers of Mathematics (ICTM) Executive Board!

As a new or continuing member of the Board, it is important to understand the fundamental guiding principles and rules by which ICTM functions. Please take a moment to review [ICTM's Constitution and Bylaws](#). The constitution and bylaws are brief with the bylaws providing the general structure for conducting business. This handbook provides details of our operation that are not contained in the bylaws and that may change frequently. It also contains more specific duties and information for Board members. As such, this handbook is a valuable reference for all Board members throughout their term of office.

To ensure that this handbook and current practice are aligned, this handbook may be updated by a simple majority vote at a Board meeting.

## **II. Mission Statement**

To encourage an active interest in mathematics and its teaching and to work toward the improvement of mathematics education programs in Iowa.

### III. Officer Position Descriptions

All Officers shall

- (a) Attend and participate in all Board meetings.
- (b) Nominate ICTM members for election to Board and for awards.
- (c) Email and/or use social media to promote ICTM events and conferences, such as
  - (i) #iowamath
  - (ii) @iowamathteach
  - (iii) Iowa Council of Teachers of Mathematics
  - (iv) www.iowamath.org

#### A. President

From the Bylaws, the President shall

- (a) Serve as executive officer of ICTM.
- (b) Preside at all Board and business meetings.
- (c) Appoint members to serve on the Board.
- (d) Appoint all committees and committee chairs.
- (e) The President shall be an ex-officio member of all committees.
- (f) Create a preliminary agenda for Board and business meetings.
- (g) Serve as the alternate delegate to the NCTM Delegate Assembly.
- (h) Assist the Treasurer to prepare the annual budget.
- (i) Have final signing authority on all ICTM contracts.
- (j) Perform such other duties as shall be assigned by the Board.

In addition, the President shall

- (k) Conduct meetings according to Robert's Rule of Order.
- (l) Assist committee chairs with specific tasks as requested.
- (m) Procure a keynote speaker for the annual conference.
- (n) Publish and distribute an agenda, the (edited) previous meeting minutes, and reports for each Executive Board meeting at least 10 calendar days prior to the meeting date.
- (o) Prepare information for the Business Meeting.
- (p) Determine the date and location of Board meetings with input from committee chairs.
- (q) Serve on the Logistics Subcommittee.
- (r) Serve on the Governance Committee.
- (s) Serve on the Nominations & Elections Subcommittee of the Governance Committee.

#### B. Past-President

From the Bylaws, the Past-President shall

- (a) Serve in an advisory capacity to the President.

- (b) Perform the duties of the President in their absence or at their request.
- (c) Assume such duties as the President or the Board may determine.

In addition, the Past-President shall serve on the Governance Committee and Nominations and Elections Subcommittee.

### **C. President-Elect**

From the Bylaws, the President-Elect shall

- (a) Perform the duties of the President in their absence or at their request.
- (b) Assume such duties as the President or the Board may determine.

In addition, the President-Elect shall

- (c) Collaborate with and assist the president with duties as requested.
- (d) Serve on the Governance Committee.
- (e) Serve on the Nominations & Elections Subcommittee.

### **D. Vice-Presidents**

From the Bylaws, the Vice-Presidents of Elementary, Middle, Secondary and Post-Secondary shall

- (a) Represent their specific teaching level on the Board.
- (b) Serve as a chair or co-chair of a standing committee or subcommittee.
- (c) Write and/or solicit articles for official ICTM communications.
- (d) Assume such duties as the President or Board may determine.

In addition, the Vice-President of Post-Secondary will co-chair, with the NCTM Representative, the Future and New Teacher Workshop Subcommittee.

### **E. Treasurer**

From the Bylaws, the Treasurer shall

- (a) Receive and account for all monies and deposit these funds in a bank approved by the Board.
- (b) Pay all routine bills and other such debts as approved by the Board.
- (c) Prepare an Annual Financial Report which shall be submitted to the ICTM membership for approval. ICTM's fiscal year is July 1 - June 30.
- (d) Prepare an updated financial report for each Board Meeting.
- (e) Assist in preparing the annual budget and present it at the annual meeting.
- (f) Submit the treasury records to an audit committee annually or when there is a change of Treasurer.

- (g) Preserve the financial records of ICTM.
- (h) File taxes annually.
- (i) Assume such duties as the President or Board may determine.

In addition, the Treasurer shall

- (j) Serve on the Governance Committee.
- (k) Be reviewed by the Board (at the Board Meeting before their term ends) prior to re-appointment.
- (l) Serve from July 1 - June 30.
- (m) File taxes in October after the audit has been approved.

The Treasurer, President, and Past President or President-Elect will have full access to all bank accounts and be able to sign checks on behalf of ICTM. Normally, only the Treasurer will access the accounts and sign checks. In the case that both the Treasurer and President are unable to perform the duties of their offices, the President-Elect or Past President shall access the accounts and sign checks on behalf of ICTM.

## F. Secretary

From the Bylaws, the Secretary shall

- (a) Prepare, distribute and preserve the minutes of all ICTM business and Board meetings.
- (b) Assist the President with organizational duties and communication with members of the Board members and the ICTM membership.
- (c) Accept and direct ICTM correspondence.
- (d) Accept membership, collect dues, maintain and share a current list of member data, and track current trends in membership.
- (e) Accept, maintain, and share updated conference registrations with the Conference Committee.
- (f) Preserve the permanent records of ICTM.
- (g) Assume such duties as the President or Board may determine.

In addition, the Secretary shall

- (h) Maintain accurate records of incurred expenses for the operation of the position and submit bills to the Treasurer.
- (i) Serve on the Marketing and Registration Subcommittee.
- (j) Accept, maintain, and share updated conference registrations with the Marketing and Registration Subcommittee.
- (k) Publish and distribute print copies of ICTM publications as directed by the President or by the Board.
- (l) Be reviewed by the Board (at the Board Meeting before their term ends) prior to re-appointment.

The Secretary shall be paid a yearly salary and equipment maintenance allowance and will be entitled to all compensations and rights as determined by both federal and state law. The yearly

salary and equipment maintenance allowance shall be determined by the Executive Board. The Secretary shall be paid for all expenses as determined by the duties assigned to the position.

## G. Regional Directors

From the Bylaws, Regional Directors shall

- (a) Represent their region at all Board meetings.
- (b) Promote ICTM/NCTM membership and involvement in ICTM activities.
- (c) Write and/or solicit articles for official ICTM communications.
- (d) Serve on a standing committee.
- (e) Assume such duties as the President or Board may determine.

In addition, Regional Directors shall

- (f) Promote ICTM membership.
  - i) Recruit new members.
  - ii) Contact recently lapsed members.
- (g) Publicize ICTM and NCTM activities and publications within their AEA region.
  - i) Encourage regional educators to apply for grants.
  - ii) Encourage members from their region to submit speaking proposals for and attend the ICTM conference.
  - iii) Promote information that can be found on the ICTM website ([iowamath.org](http://iowamath.org)):
    - a. Membership Information
    - b. Conference dates for ICTM, NCTM Regional, NCTM Annual meetings
    - c. Presidential Award for Excellence in Mathematics and Science Teaching requirements, timelines, and nomination procedures
- (h) Cooperate with the Communication Committee to solicit news items and articles.
  - i) ICTM website posts and news posts should be submitted in a timely manner to the Communications Coordinator.

## IV. Appointed Position Descriptions

All **Appointed Persons** shall

- (a) Attend and participate in all Board meetings.
- (b) Nominate ICTM members for election to board and for awards.
- (c) Be subject to an annual review and renewal.
- (d) Email and/or use social media to promote ICTM events and conferences, such as
  - (i) #iowamath
  - (ii) @iowamathteach
  - (iii) Iowa Council of Teachers of Mathematics
  - (iv) www.iowamath.org

### A. Student Representative

From the Bylaws, the Student Representative shall

- (a) Represent college and university students that have an interest in mathematics education.
- (b) Promote ICTM/NCTM membership and involvement in ICTM activities.
- (c) Write or solicit articles for official ICTM communications.
- (d) Serve on a standing committee.
- (e) Be appointed for a one-year term that is renewable for one additional year.
- (f) Assume such duties as the President or Board may determine.

In addition, the Student Representative shall

- (g) Be an undergraduate student at an Iowa college or university and have an interest in mathematics education
- (h) Serve on the Future and New Teacher Workshop (FNTW) Subcommittee of the Conference Committee and assist in organizing the FNTW.

### B. NCTM Representative

From the Bylaws, the NCTM Representative shall

- (a) Serve as the official delegate to the Delegate Assembly at the Annual NCTM meeting.
- (b) Encourage ICTM members to join NCTM.
- (c) Provide for the sale of NCTM materials.
- (d) Chair or co-chair a standing committee.
- (e) Serve at most one three-year term.
- (f) Assume such duties as the President or Board may determine.

In addition, the NCTM Representative shall

- (g) Have been a member of ICTM and NCTM for at least one year prior to appointment.
- (h) Co-Chair the Future and New Teacher Workshop Committee with the Vice-President Post-Secondary

### **C. Department of Education Representative**

From the Bylaws, the Department of Education Representative shall

- (a) Facilitate communication between the Iowa Department of Education and ICTM.
- (b) Serve as a resource for ICTM regarding mathematics education in Iowa.
- (c) Assume such duties as the President or Board may determine.

In addition, the Department of Education Representative shall

- (d) Have an interest in mathematics education.

### **D. Article Editor**

The Article Editor shall

- (a) Have been an ICTM member for at least one year prior to appointment.
- (b) Solicit, receive, and edit articles.
- (c) Submit articles to the Webmaster for publication.
- (d) Serve on the Communications Committee.
- (e) Have other duties as the President or Board may determine.

### **E. Communications Coordinator**

The Communications Coordinator shall

- (a) Have been an ICTM member for at least one year prior to appointment.
- (b) Serve as the Communications Committee Co-Chair.
- (c) Direct, receive, coordinate, and share information in a timely manner.
- (d) Have other duties as the President or Board may determine.

### **F. Government Relations Coordinator**

The Government Relations Coordinator shall

- (a) Have been an ICTM member for at least one year prior to appointment.
- (b) Maintain communication between the state branches of Iowa government and ICTM.

- (c) Carry ICTM's concerns to state branches of the Iowa government regarding mathematics education in Iowa.
- (d) Provide timely updates when the legislative session is in order.
- (e) Have other duties as the President or Board may determine.

## **G. Webmaster**

The Webmaster shall

- (a) Have been an ICTM member for at least one year prior to appointment.
- (b) Maintain the website and its pages.
- (c) Post timely information.
- (d) Suggest changes to the organization, structure, and general content of the website to the Board.
- (e) Serve as Co-Chair of the Communications Committee.
- (f) Serve on the Marketing and Registration Subcommittee.
- (g) Have other duties as the President or Board may determine.

## V. Committee Descriptions

All board members shall serve on a committee.

Chairs and co-chairs of committees shall be elected or appointed Board members.

Each Vice-President shall chair or co-chair a committee or subcommittee.

Each committee shall maintain written minutes of their meetings and communications and submit them for the Board Report.

### A. Governance Committee

The Governance Committee shall:

- (a) Consist of at least the Treasurer, President, Past-President or President-Elect.
- (b) Annually review the Constitution, Bylaws and Board Handbook.
- (c) Submit recommended changes to the Constitution, Bylaws, and Handbook to the Board at its summer meeting.
- (d) Form, as needed, a Nominations & Elections Subcommittee to
  - i) Solicit nominations and create the ballot for elected positions by mid-October.
  - ii) Inform potential candidates of position duties by sharing the Constitution, Bylaws, and this Handbook with them.
  - iii) Facilitate the collection of ballots.
  - iv) Ratify election results.
- (e) Create an annual budget for review by the Board at its summer meeting.
- (f) Audit the treasury report (without the Treasurer) by September 1.

### B. Communications Committee

The Communications Committee shall

- (a) Be co-chaired by the Communications Coordinator and the Webmaster.
- (b) Consist of the Article Editor, at least 3 Regional Directors (on staggered terms, if possible), and at least 1 Vice-President, a liaison to the Membership Committee, and a liaison to the Conference Committee.
- (c) Be responsible for soliciting and posting social media content.
- (d) Vet comments on public posts.
- (e) Contribute to website content.
- (f) Assist in soliciting, editing and reviewing articles.
- (g) Develop theme and plan for the year
- (h) Consist of the following subcommittees: Website, Social Media, Articles

**Chair duties:** work with the committee to develop the year's communication plan, coordinate the schedule, manage the timeline, and assign Communication Committee members to subcommittees and other tasks.

### **1. Website Subcommittee**

The Website Subcommittee shall

- (a) Be chaired by the Webmaster.
- (b) Consist of at least 2 other members of the Communications Committee and 1 ICTM, non-Board member.
- (c) Suggest and contribute to (develop or solicit) website content.

### **2. Social Media Subcommittee**

The Social Media Subcommittee shall

- (a) Be chaired by the Communications Coordinator.
- (b) Consist of at least 2 other members of the Communications Committee and 1 ICTM, non-Board member.
- (c) Solicit and post social media content.
- (d) Vet comments on public posts.

### **3. Articles Subcommittee**

The Articles Subcommittee shall

- (a) Be chaired by the Communications Coordinator.
- (b) Consist of the Articles Editor at least one other member of the Communications Committee.
- (c) Solicit featured article submissions.
- (d) Assist in editing articles, as needed.

## **C. Membership and Marketing Committee**

The Membership and Marketing Committee shall

- (a) Oversee recruiting new members, promotions for members, membership benefits, grants for members.
- (b) Update grant structure.
- (c) Update membership structure and brochure.
- (d) Survey member needs.
- (e) Facilitate members-only events (i.e., book studies, courses for credit, etc.).
- (f) Collect and maintain a list of people interested in volunteering for ICTM.

## **D. Conference Committee**

The Conference Committee shall

- (a) Plan and execute the annual conference including the overall timeline for the day.

- (b) Consist of, but is not limited to, the chairs of its subcommittees.

### **1. Program Subcommittee**

The Program Subcommittee shall

- (e) Include at least one Vice-President.
- (f) Solicit and review speaker proposals; and select speakers.
- (g) Schedule sessions.
- (h) Communicate with speakers about logistics such as room set-up, AV needs, hospitality room for speakers, etc.
- (i) Create and distribute room signage.
- (j) The chair shall organize and publish Sched, the online schedule.
- (k) Maintain schedule updates and changes the day of the conference

### **2. Logistics Subcommittee**

The Logistics Subcommittee shall

- (a) Consist of the President who must sign contracts.
- (b) Secure a location for the conference, food and drinks, keynote speaker, tables and booths, and hotel block for Board members and keynote speakers, as required.
- (c) Prepare information for the Business Meeting.
- (d) Coordinate information and awards for the Business Meeting.
- (e) Coordinate wi-fi and AV needs with other subcommittees.
- (f) Coordinate Board attendance and volunteer assignments.
- (g) Arrange for additional volunteers, as needed.

### **3. Marketing and Registration Subcommittee**

The Marketing and Registration Subcommittee shall

- (a) Consist of at least the Secretary, Communications Coordinator, and Webmaster.
- (b) Choose a theme and create a logo for the conference.
- (c) Send out information and reminders.
- (d) Design or obtain marketing materials.
- (e) Promote the conference on the website and social media.
- (f) Determine and order promotional items (i.e., t-shirts, pens, bags, etc.).
- (g) Create and distribute a conference help sheet for attendees.
- (h) Create other promotional events (i.e., raffles, BINGO cards for vendors, etc.)
- (i) Share registration numbers with Logistics and Program subcommittees.

### **4. Exhibitor Subcommittee**

The Exhibitor Subcommittee shall

- (a) Contact and secure vendors.
- (b) Set-up a vendor schedule for the day prior and day of the conference.
- (c) Provide the Logistics Subcommittee with vendor numbers.
- (d) Assist with arrangements for tables.
- (e) Ensure vendor requests (such as electricity) are met.
- (f) Be available the day of set up to help and manage needs.
- (g) Explore setting up partnerships with sponsors.
- (h) Check in with vendors the day of the conference.

### **5. Future and New Teacher Workshop (FNTW) Subcommittee**

The Future and New Teacher Workshop Subcommittee shall

- (a) Have the Vice-President Post-Secondary and the NCTM Representative as co-chairs.
- (b) Consist of at least the Student Representative.
- (c) Determine the schedule for the FNTW, which is held the night before the Annual Conference.
- (d) Arrange for food and beverages.
- (e) Arrange for speakers.
- (f) Advertise and solicit registrations for the FNTW.
- (g) Communicate room needs to the Logistics Subcommittee.

## VI. Membership Structure & Dues

The Iowa Council of Teachers of Mathematics is solely dedicated to serving the needs of mathematics educators in Iowa. Hundreds of teachers - elementary, middle school, high school, and college - come together under the umbrella of ICTM to work together to ensure ALL students in Iowa receive a high-quality education in mathematics.

Membership Categories	Cost
Regular Membership	\$25 per year
	\$45 for 2 years
	\$60 for 3 years
First-Year Teacher, one-year membership	Free
Student Membership	\$5 per year
Institutional Membership (available for elementary schools, teachers with only institutional memberships have access to Members-Only webpages but are non-voting members of ICTM)	\$50 per year
Retired Membership	\$5 per year (\$0 if an ICTM member for the 5 years prior to retirement)

All memberships expire one month after the renewal date.

## VII. Executive Board Travel Policy

ICTM Board members must sometimes travel to conduct official business or attend conferences, such as ICTM's annual conference.

ICTM will pay or reimburse properly documented expenditures for reasonable, essential travel expenses incurred by Board members in performance of their official duties.

### Authorization of Travel

Except for the annual conference and Board meetings, Board members must obtain written pre-approval by the Executive Board (at a Board meeting) or the President for any travel expenses.

### Allowable Travel Expenses

1. Conference Registration
  - a. Registration will be reimbursed.
  - b. Board members do not register for ICTM's annual conference.
2. Transportation
  - a. Transportation shall be selected on the basis of the most reasonable, cost-effective, and appropriate method of travel.
  - b. Reimbursement may be claimed for airfare, personal vehicle mileage, parking charges, and tolls.
  - c. When travel is within driving distance, Board members are expected to carpool.
  - d. The cost of travel for family members, or individuals choosing to drive alone when carpooling is an option, is not reimbursable.
3. Lodging
  - a. Hotel accommodations should utilize conference-sponsored hotels or pre-arranged room blocks.
  - b. ICTM will reimburse the full cost of lodging. However, Board members are encouraged to share rooms to help defray costs.
  - c. Reimbursement is for the room and applicable taxes only; other incurred expenses are the Board member's responsibility.
  - d. The cost of lodging family members is not reimbursable.
4. Meals
  - a. Board members will be reimbursed for meal expenses incurred while on ICTM business when an overnight stay is required for a two-day meeting.
  - b. In the case of extended travel out of state, a per diem rate for meals may be reimbursed according to the conference location and the [per diem rates established by the U.S. government](#).
  - c. If conference registration includes meals, those meals are not reimbursable.

- d. Alcohol costs are not reimbursable.
- e. Meal expenses for family members are not reimbursable.

Payment for travel expenses will be made by completing the Expense Voucher (next page), attaching itemized receipts for any expense over \$10, and submitting to the Treasurer.

## Iowa Council of Teachers of Mathematics Expense Voucher

Date Submitted: \_\_\_\_\_, 20\_\_\_\_

Payable to: \_\_\_\_\_

Address \_\_\_\_\_

Submitted by: \_\_\_\_\_

Mileage

Purpose of Travel \_\_\_\_\_ Date of Travel \_\_\_\_\_, 20\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Total: \_\_\_\_\_ miles @ 45 cents per mile          \$ \_\_\_\_\_

**Other: Be sure to identify the category of expense:**

1000 Executive, 2000 Director's, 3000 Outreach, 4000 Publications,  
5000 Membership, 6000 Annual Conference, 7000 NCTM, 9000 Miscellaneous

Category	Expense	\$
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

**Total Payment Requested** \$ \_\_\_\_\_

**Receipts must be attached for items over \$10.**

**Deb Tvrdik, Treasurer**

1305 Pleasant St PO Box 445  
Gowrie, IA 50543

**Payment Made: ICTM Check #** \_\_\_\_\_

Date of Check: \_\_\_\_\_, 20\_\_\_\_

Code: \_\_\_\_\_

## VIII. Membership Benefits

Membership Benefits are also publicized on the website and in the membership brochure.

- Input into the future of mathematics education in Iowa
- Professional development opportunities
- Registration discount for ICTM's Annual Conference
- Access to the Members-Only part of the website
- Access to back issues of the annual [ICTM Journal](#)
- [Grant Opportunities](#)

### A. Curriculum Grant

The Iowa Council of Teachers of Mathematics (ICTM) awards three Curriculum grants of up to \$500 each to encourage and support the efforts of individuals or teams of certified mathematics teaching staff in the development and implementation of innovative teaching strategies or projects in the field of mathematics. Projects do not necessarily need to be an original idea, but projects need to promote the teaching and learning of mathematics in keeping with the National Council of Teachers of Mathematics (NCTM) Standards and/or the Iowa Core Standards.

Only current ICTM members may apply for this grant. The grants are awarded at the annual ICTM Conference. This competitive grant program is designed to encourage creativity in the classroom, enhance instructional methods, foster imaginative teaching, and promote the teaching and learning of mathematics at all levels.

### B. NCTM Conference Travel Grant

ICTM awards two Conference Travel grants of up to \$800 each to encourage and support a certified mathematics teacher in attending a National Council of Teachers of Mathematics (NCTM) Regional or National Conference.

Only current ICTM members may apply for this grant. The grants are awarded at the annual ICTM Annual Conference. This grant is designed to encourage a mathematics teacher to attend an NCTM Regional or National Conference in order to enable him/her to increase student achievement in mathematics, encourage creativity in the classroom, enhance instructional methods, foster imaginative teaching, and promote the teaching and learning of mathematics at all levels.

### C. ICTM Conference Travel Grant

ICTM awards up to five Conference Travel grants of up to \$200 each to encourage and support a certified mathematics teacher in attending the annual ICTM Conference.

Only current ICTM members may apply for this grant. The awardees will be recognized at the annual ICTM Annual Conference. This grant is designed to encourage a mathematics teacher to attend an ICTM Conference in order to enable him/her to increase student achievement in mathematics, encourage creativity in the classroom, enhance instructional methods, foster imaginative teaching, and promote the teaching and learning of mathematics at all levels.

#### **D. Advanced Tuition Grant**

ICTM awards two Advanced Tuition Grants of up to \$500 each to support an ICTM member who is pursuing education related to mathematics education and/or teaching. This could be as a student in a Master's degree program taking coursework for university credit to enhance his/her teaching or an individual taking a workshop/class to enhance their mathematics teaching.

Only current ICTM members may apply for this grant. The awardees will be recognized at the annual ICTM Conference. This competitive grant program is designed to encourage the pursuit of higher education in mathematics education in order to promote the teaching and learning of mathematics at all levels.

#### **E. Extracurricular Mathematics Grant**

ICTM awards four Extracurricular Mathematics Grants of up to \$250 each to support an ICTM member who is encouraging extracurricular mathematics involvement for students. These projects might include, but are not limited to, creating a math club, forming a weekend math circle, holding family math night, etc. The grant can be used for any student-centered activity that promotes student involvement in mathematics beyond the normal school day.

Only current ICTM members may apply for this grant. The grant awardees will be recognized at the ICTM Annual Conference. This competitive grant program is designed to promote student involvement in mathematics beyond the regular classroom experiences.

#### **F. Timetable for Grant Application, Award, Notification, Announcement**

Grant applications available from ICTM Regional Directors or ICTM website [www.iowamath.org](http://www.iowamath.org)

June 30 <sup>th</sup>	Grant applications due to Secretary
August 1 <sup>st</sup>	Grant recipients selected and notified of award
August 31 <sup>st</sup>	Grant applications for ICTM Conference due to Secretary
September 15 <sup>th</sup>	Grant recipients for ICTM Conference grant are notified
Fall Conference	Announcement of Grant recipients at ICTM Conference

## **IX. ICTM Awards & PAEMST**

### **A. Friend of Mathematics Award**

The Friend of Mathematics Award honors an individual who has shown support of mathematics education over an extended period of time. Executive Board members are responsible for submitting the names of potential nominees. These names are presented at the summer Executive Board meeting. The Executive Board is responsible for nominating and awarding the Friend of Mathematics through a vote. The Friend of Mathematics Award is presented at the ICTM Annual Conference. Awardees are given a wooden plaque with a metal plate inscribed with the ICTM logo and the name of the recipient. There will be only one awardee per year.

### **B. Lifetime Achievement Award**

The Lifetime Achievement Award honors an individual who has:

1. Twenty years or more in Iowa in mathematics education at the PK-12 or post-secondary level.
2. Actively promoted math education through published articles, presentations at mathematics conferences or through state leadership work.

ICTM Executive Board members nominate individuals for this award. The recipient is determined by vote during the Executive Board meeting. The Lifetime Achievement Award is presented to the recipient at the ICTM Annual Conference. The recipient of the award receives a wooden plaque with a metal plate inscribed with the ICTM logo and the name of the recipient. Neither of the above awards are required to be given each year, however the awards present an opportunity for ICTM to honor educators committed to quality mathematics instruction.

### **C. Special Distinction Award**

The Special Distinction Award would be available if ICTM wanted to honor an individual and the above criteria would not be met. ICTM Executive Board members nominate individuals for this award. The recipient is determined by vote during the Executive Board meeting. The recipient of the award receives a wooden plaque with a metal plate inscribed with the ICTM logo and the name of the recipient.

None of the three awards listed above are required to be given each year, however, the awards present an opportunity for ICTM to honor educators committed to quality mathematics instruction.

## E. Presidential Awards for Excellence in Mathematics Teaching

The Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST) are the highest honors bestowed by the United States government specifically for K-12 mathematics and science (including computer science) teaching. Established by Congress in 1983, the PAEMST program authorizes the President to bestow up to 108 awards each year.

Awards are given to mathematics and science (including computer science) teachers from each of the 50 states and four U.S. jurisdictions. The jurisdictions are Washington, D.C.; Puerto Rico; Department of Defense Education Activity schools; and the U.S. territories as a group (American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands).

The award recognizes those teachers who develop and implement a high-quality instructional program that is informed by content knowledge and enhances student learning. Since the program's inception, more than 4,200 teachers have been recognized for their contributions in the classroom and to their profession.

Awardees serve as models for their colleagues, inspiration to their communities, and leaders in the improvement of mathematics and science (including computer science) education. The National Science Foundation administers PAEMST on behalf of The White House Office of Science and Technology Policy.

Recipients of the award receive the following:

- A certificate signed by the President of the United States.
- A paid trip for two to Washington, D.C., to attend a series of recognition events and professional development opportunities.
- A \$10,000 award from the National Science Foundation.

In addition to recognizing outstanding teaching in mathematics or science (including computer science), the program provides teachers with an opportunity to build lasting partnerships with colleagues across the nation. This growing network of award-winning teachers serves as a vital resource for improving science, technology, engineering, and mathematics education and keeping America globally competitive.

Teachers of grades 7-12 mathematics are eligible for the awards in odd numbered years. Teachers of grades K-6 will be eligible for the Presidential Awards in even numbered years. Nomination and application deadlines occur in the Spring of each year. Teachers may self-nominate for PAEMST, or someone else may nominate teachers. Nomination forms and applications for PAESMT cycles are posted at [www.paemst.org](http://www.paemst.org).

## X. Nomination & Election Process

From the Bylaws, Article VI Nominations and Elections:

- Section 1: The Governance Committee shall issue a call for nominations in order to create a slate of candidates for elected positions. From nominations submitted, the committee shall select two candidates for each office.
- Section 2: All officers except Regional Directors shall be voted on by the membership at large. Regional Directors shall be voted on by members within their region.
- Section 3: The candidate receiving the majority of the votes cast for an office shall be declared elected to that office. In case of a tie, a coin toss will determine the winner.
- Section 4: At least three members of the Governance Committee shall verify the results of the election.
- Section 5: In the event of a Special Election, the Governance Committee shall determine a timetable, subject to approval of the Board.

Nominations will be solicited by the Governance Committee. A request for nominations will go to the Executive Board and to the membership. The Governance Committee will work to fill the slate so that each position has at least two candidates. The Governance Committee must receive consent from each nominee prior to placement of his/her name on the ballot. In addition, the Governance Committee will provide prospective candidates with a copy of the Constitution, Bylaws, and Executive Board Handbook to ensure that candidates are aware of the duties of the office to which they seek election.

The President-Elect shall be elected by the membership in an even numbered year and take office in an odd-numbered year. One year hence, the President becomes Past-President and the President-Elect becomes President.

The term of a Vice-President shall be three years. The Vice-Presidents for Middle and Post-Secondary will be elected by the membership in the first year of the cycle. The Vice-Presidents for Elementary will be elected by the membership in the second year of the cycle and Secondary shall be elected by the membership in the third year of the cycle. The year 2013 initiates the election cycle.

The nine regional directors shall be elected for three year terms, elected by their membership on a rotating three-year cycle. In the first year of the cycle, Regional Directors from Prairie Lakes, Grant Wood, and Heartland AEAs shall be elected. In the second year of the cycle, Regional Directors from Northwest, Central Rivers, and Great Prairie AEAs shall be elected. In the last year of the cycle, Regional Directors from Mississippi Bend, Keystone, and Green Hills AEAs shall be elected. The year 2013 initiates the election cycle.

Elected persons shall assume their offices on January 1.

<b>President, President-Elect, &amp; Past President Election &amp; Term Cycle</b>	<b>Positions on the Board</b>
Term begins January 1, 2020, 2022, 2024, ...	Occupied: President, Past-President  Vacant: President-Elect,
Elections for President-Elect occur in Years 2020, 2022, 2024, ...  Term begins January 1, 2021, 2023, 2025, ...	Occupied: President-Elect, President  Vacant: Past-President

<b>Election Cycle (began 2013)</b>	<b>Positions on the Board</b>
Year 1 Elections 2019, 2022, 2025, ...  Terms begin January 1, 2020, 2023, 2026, ...	VP Middle VP Post-Secondary Regional Director, Prairie Lakes AEA Regional Director, Grant Wood AEA Regional Director, Heartland AEA
Year 2 Elections 2017, 2020, 2023, ...  Terms begin January 1, 2018, 2021, 2024, ...	VP Elementary Regional Director, Northwest AEA Regional Director, Central Rivers AEA Regional Director, Great Prairie AEA
Year 3 Elections 2018, 2021, 2024, ...  Terms begin January 1, 2019, 2022, 2025, ...	VP Secondary Regional Director, Mississippi Bend AEA Regional Director, Keystone AEA Regional Director, Green Hills AEA

The election shall be by paper ballot or electronic ballot. The Governance Committee will do its best to ensure that only members vote and no member votes more than once. Voting will be open from no later than November 1 to no later than December 1. Ballots must be received by the Secretary with a postmark or time stamp no later than December 1. At least three members of the Governance Committee shall verify the results of the election. The candidate receiving the majority of the votes cast for an office shall be declared elected to that office. In case of a tie, a coin toss will determine the winner. The candidates shall be notified by the chair of the Governance Committee and provided copies of the Constitution, Bylaws and the Executive Board Handbook.

In the event of a Special Election, the Governance Committee shall determine a timetable, subject to approval of the Board.

## XI. Appointed Position Terms & Appointment Cycle

<b>Position</b>	<b>Term Length</b>	<b>Appointment Begins</b>	<b>When appointed</b>
Treasurer	3 years	July 1	2021, 2024, ...
Secretary	3 years	January 1	2022, 2025, ...
Student Representative	1 year, renewable for 1 additional year	January 1	Annually
NCTM Representative	3 years, nonrenewable	January 1	2023, 2026, ...
Department of Education Representative	1 year	January 1	Annually
Article Editor	1 year	January 1	Annually
Communications Coordinator	1 year	January 1	Annually
Government Relations Coordinator	1 year	January 1	Annually
Webmaster	1 year	January 1	Annually

## XII. Robert's Rules of Order <sup>1</sup>

Why follow Robert's Rules of Order?

- Allows for democratic speech and action
- Preserves order
- Rights of the organization supersede the rights of individuals
- Facilitates group decisions

Meeting Agendas

1. Approval of Minutes
2. Reports (from officers, committees, task forces)
3. Unfinished Business (replaces term "old business")
4. New Business – items brought forward by motion procedure

Meeting Minutes

- Minutes are a legal record of meetings and the organization.
- Minutes are a record of what is done at a meeting, not what is said.

Minutes should include:

1. Name, date and location of meeting
2. List of attendees (note the presence of a quorum)
3. Time meeting was called to order
4. Approval of previous meeting minutes
5. Motion text and name of maker
6. Status/results of motions, including the motion, who moved it, and the seconder.
7. Time meeting was adjourned

Minutes do not include:

- Discussion
- Personal opinion
- Motions withdrawn
- Entire reports (rather attach to minutes)

Motion

- A motion is a formal proposal by a member that the group take a certain action or position.
- A main motion is required to begin the decision making process.
- A motion occurs prior to discussion
- Watch this short video: [The Basics of Making Motions](#).

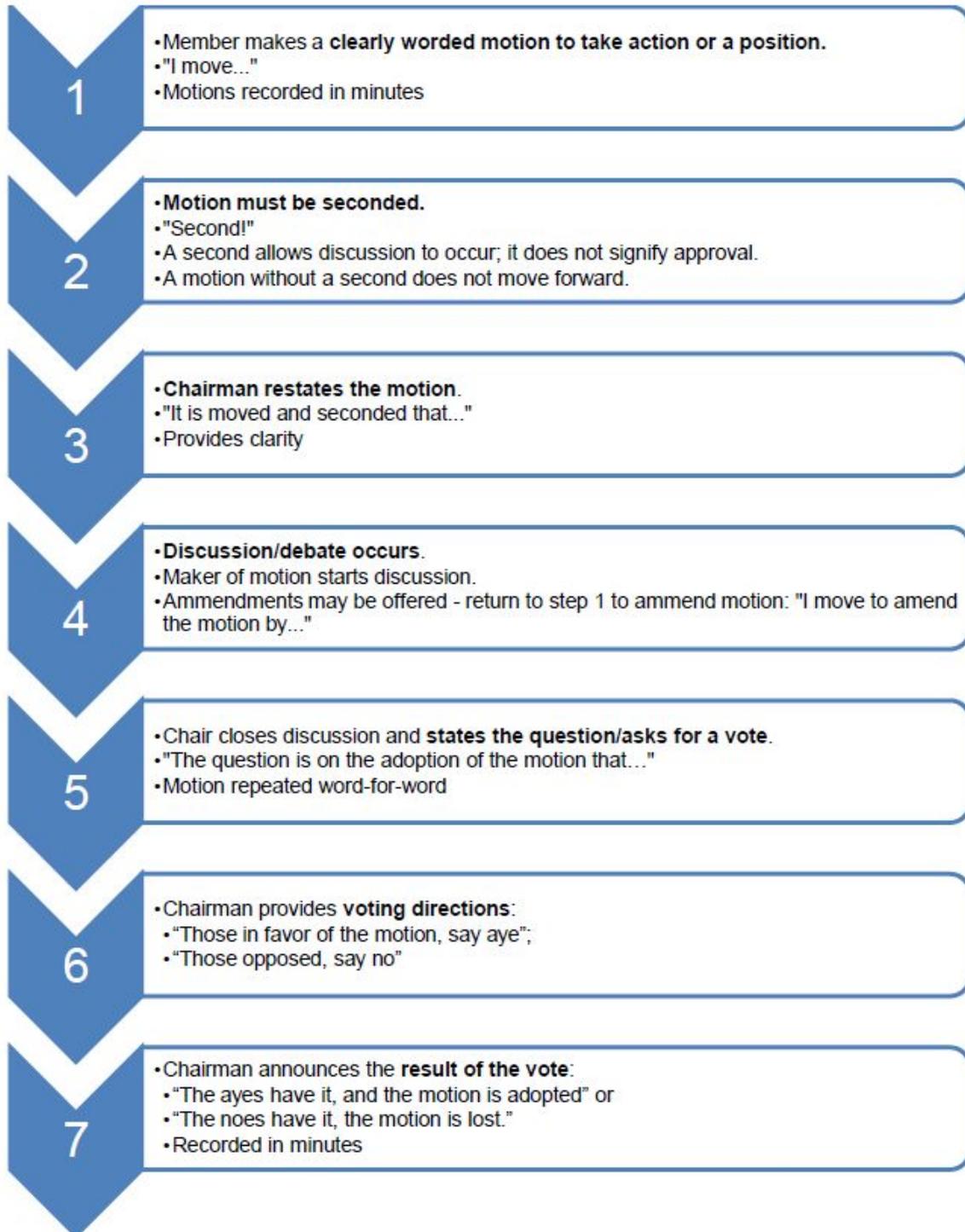
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<sup>1</sup> (Robert's Rules of Order Cheat Sheet. (n.d.). Retrieved from <http://www.umecra.com/BylawsAndRules/Roberts%20Rules%20Handout.pdf>)

## Ground Rules for Debating

- Remarks must be germane (relevant and appropriate to the discussion); stay on subject.
- Debate issues, not personalities

### HOW TO INTRODUCE NEW BUSINESS – The Main Motion Process



## WHAT DO I SAY?

To Do This	Motion	You Say This	Debate Allowed?	Vote Required
Introduce Business	Main	"I move that..."	Yes	Majority
Second a Motion	Second	"Second!"	No	No
Change the Wording or add Clarity of a Motion	Amend	"I move to amend the motion by..." (adding words; striking out words; substitute words)	Yes	Majority
Send to Committee	Commit/Refer	"I move the motion be referred to..."	Yes	Majority
Postpone Action until a Specific Time	Postpone	"I move the motion be postponed until..." (provide a specific time on the agenda or next meeting date)	Yes	Majority
Postpone Action until an Unspecified Time (a motion will be required to discuss in the future)	Lay on the Table	"I move to lay the motion on the table."	No	Majority
Limit Debate	Limit Debate	"I move that the debate on this motion be limited to (one) speech of (two) minutes for each member."	No	Two-thirds
End Debate or Request a Vote	Previous Question	"I move the previous question."	No	Two-thirds
Take Intermission	Recess	"I move to recess for (time)."	No	Majority
Close Meeting	Adjourn	"I move to adjourn."	No	Majority

## Voting

### Types of Votes

1. Majority\* = More than half of the votes cast by persons entitled to vote, excluding blanks or abstentions. Whenever a majority vote of the Board of Directors is taken, it shall mean of the quorum present.
2. Two-Thirds = two-thirds of the votes cast by persons entitled to vote, excluding abstentions. Whenever a two-thirds vote of the Board is required, it shall mean of the entire Board whether voting or not.
3. Majority of Entire Membership = a majority of the total number of those who are members of the voting body at the time of the vote

\*Note: A majority vote is different than a plurality vote, which is the largest number of votes (which may be less than a majority) when there are three or more alternatives. Under Robert's Rules of Order, a plurality vote is not sufficient. Re-vote to achieve a majority.

### Voting Methods

1. Voice Vote
2. Standing Vote
3. Show of Hands Vote
4. Counted Vote
5. Ballot Vote

### Putting the Motion to a Vote

When no one seeks the floor to debate, the chairman asks, "Is there any further debate?"

### Voice Vote

"The question is on the adoption of the motion that ..." (repeat the motion)

"Those in favor of the motion, say aye"

[pause]

"Those opposed, say no"

[pause]

"The ayes have it and the motion is adopted"

- or -

"The noes have it and the motion is lost"

Please take the time to watch the following video about Robert's Rules of Order and parliamentary procedures for Board meetings: <https://www.youtube.com/watch?v=yEczx3t2P2g>

## **XIII. Quick Start Guide for New Board Members**

ICTM's biggest undertaking as an organization is the ICTM Annual Conference on the fall professional development day where the conference is held (typically this has been the second Monday in October). Plan on being at the conference and helping with various behind-the-scenes aspects as it truly takes the whole Executive Board to put on our conference.

### **Hints**

- You do not pay/register for the ICTM Annual Conference as others do. Board members will RSVP separately, and do not pay for the conference.
- If you can, arrive the afternoon before the ICTM Annual Conference and help set up the Future and New Teacher Workshop (FNTW) which we offer free to education majors in the state's colleges and universities
- If you travel from out of town the night before the conference, lodging will be reimbursed (in addition to mileage); you are encouraged to share rooms to help defray costs. This way you can help at the FNTW and be there bright and early the day of the conference to help with the registration and direction of conference participants.
- We would love to have our board members share their expertise as presenters at the conference or at the FNTW. Consider submitting a proposal! Please recruit other presenters when the call goes out prior to the conference.

### **Board Meetings**

- With two board meetings a year, in addition to the conference, it is important to try to be at the meetings.
- The President will determine date and location of Board meetings,
  - One meeting is held during the winter months
  - One meeting is held during the summer.
  - A Board meeting is held immediately after the ICTM Annual Conference.

## Appendix I: ICTM Email Addresses

Email addresses for official ICTM Business:

President: [ICTMPres@gmail.com](mailto:ICTMPres@gmail.com)

Secretary: [ICTMSec@gmail.com](mailto:ICTMSec@gmail.com)

ICTM Annual Conference Program Chair: [ICTMProgramCh@gmail.com](mailto:ICTMProgramCh@gmail.com)

ICTM Annual Conference Exhibitor Chair: [ICTMVendor@gmail.com](mailto:ICTMVendor@gmail.com)

Website Correspondence: [ICTMWebmaster@gmail.com](mailto:ICTMWebmaster@gmail.com)

ICTM Article Submission: [ICTMarticle@gmail.com](mailto:ICTMarticle@gmail.com)

ICTM Grants: [ICTMgrants@gmail.com](mailto:ICTMgrants@gmail.com)

## Appendix II: Materials, Services, and Resource People Available to Regional Directors

The following is a partial list of materials, services, and resource people available to assist ICTM Regional Directors during their term in office.

1. Membership rosters are available from the Secretary. Regional Directors receive this roster at the summer Executive Board meeting. An updated roster is available at any time by sending a request to the Secretary at [ICTMExecSec@gmail.com](mailto:ICTMExecSec@gmail.com). Membership is renewed annually, or in two- or three-year intervals. Membership expires 30 days after the renewal month.
2. The Area Education Agency (AEA) van delivery system may be used with AEA permission to distribute ICTM membership information or other ICTM information to members.
3. AEA mathematics consultants may be a potential source of news, information, and activities in the AEA, as well as identifying speakers for the ICTM conference.
4. School administrators may be a potential source of forwarding information or identifying a potential source of forwarding information or identifying lead mathematics teachers or instructional coaches in their building to distribute ICTM information from the Regional Director at their school. (Update this information yearly to ensure that the lead teacher has not moved or retired).
5. Current ICTM members may be asked to distribute ICTM information from the Regional Director at their school. (Update this information yearly to ensure that the ICTM member has not moved or retired).
6. A budget is available to each regional director for expenses incurred by this position. Keep receipts of all expenses and submit to the ICTM Treasurer.
7. The State Math Consultant may be a potential way to contact mathematics leaders in Iowa.
8. Other Resources
  - Expense voucher
  - Membership application
  - ICTM Constitution and By-Laws
  - ICTM website ([www.iowamath.org](http://www.iowamath.org))
  - The most recent Conference Program
  - Minutes of most recent ICTM Board Meeting
  - The current ICTM Executive Board address list
  - The current list of lapsed and current ICTM members
  - The most recent Treasurer's Report