

# Iowa Council of Teachers of Mathematics Constitution

## Article I Name

The name of this organization shall be the Iowa Council of Teachers of Mathematics, hereafter referred to as ICTM.

## Article II Purposes

The purposes of ICTM are:

- A. to encourage an active interest in mathematics education.
- B. to support the continued improvement of mathematics education programs in Iowa.
- C. to provide opportunities for exchange of ideas and facts regarding current trends in mathematics pedagogy.
- D. to encourage and assist other state and national organizations concerned with mathematics education at all levels.

## Article III Affiliation

ICTM shall annually renew affiliation with the National Council of Teachers of Mathematics, hereafter referred to as NCTM, and may affiliate with other professional organizations as long as there is no conflict of interest with ICTM.

## Article IV Membership

- Section 1: Membership shall be open to all persons interested in the purposes of ICTM.
- Section 2: Membership dues shall be set by the Executive Board.

## Article V Officers

- Section 1: The elected officers of ICTM shall be: President, Past-President or President-Elect, Vice-President of Elementary, Vice-President of Middle, Vice-President of Secondary, Vice-President of Post-Secondary, and one Regional Director from each of Iowa's Area Education Agencies.
- Section 2: The following officers shall be appointed to three-year terms by the President with the approval of the voting members of the Executive Board: Secretary and Treasurer.

- Section 3: A candidate for President-Elect shall have been active in ICTM affairs.
- Section 4: A candidate for any office shall have been a member of ICTM in good standing for at least the previous year before being placed in nomination.
- Section 5: Unless otherwise specified, elected officers may serve at most two consecutive terms, and at most four terms, in the same position.
- Section 6: An officer may only be elected or appointed to one office at a time.

## **Article VI Executive Board**

- Section 1: The Executive Board, hereafter referred to as the Board, shall be the policy-making and executive body of ICTM.
- Section 2: The Board shall consist of all elected and appointed officers, and appointments made by the President with the approval of the Board to include, but not limited to, a Student Representative, an NCTM Representative, and an Iowa Department of Education Representative.
- Section 3: All members of the Board, both elected and appointed, shall be voting members.
- Section 4: The NCTM Membership and Affiliate Relations Committee (MARC) Representative shall be offered non-voting ex-officio membership on the Board.
- Section 5: The President, Past President or President-Elect, and four Vice-Presidents shall form the Executive Committee to conduct business that requires Board action between meetings.

## **Article VII Meetings**

- Section 1: There shall be at least one annual Business Meeting of ICTM.
- Section 2: Additional meetings of ICTM may be called by the Board or by a petition to the President of 25 or more members.
- Section 3: Business of ICTM shall be transacted at the annual Business meeting or at any other meeting of the Board called and announced at least 30 days prior to said meeting.
- Section 4: A quorum for the annual Business Meeting of ICTM shall be those members present.

## **Article VIII Constitutional Amendments and Bylaws**

- Section 1: A resolution for an amendment to this constitution may be introduced by petition of 25 members of ICTM or by a majority vote of the Board. The resolution shall be publicized and distributed to the membership at least 15 calendar days prior to the voting date. An affirmative vote by two-thirds of the votes cast by ICTM members is required to adopt the resolution as an amendment.
- Section 2: Bylaws, consistent with the constitution, will be maintained by the Board. A

resolution to establish or abolish parts of the Bylaws may be introduced by petition of 25 members of ICTM or by a majority vote of the Board. Establishment and abolition of Bylaws requires a two-thirds vote of the total membership of the Board.

Section 3: Unless otherwise stated in the resolution, all amendments shall take effect the day after the adoption.

### **Article IX Parliamentary Authority**

The rules contained in the latest edition of the *Robert's Rules of Order* shall govern this organization in all cases in which they are not inconsistent with this constitution.

### **Article X Dissolution Clause**

If at any time ICTM shall cease to carry out the purposes 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 Board of ICTM, which has similar purposes and has established its tax-exempt status under section 502(e) (3) of the Internal Revenue Code of 1954 as now enacted or as it may hereafter exclusively for such charitable, scientific, and educational programs.

# Iowa Council of Teachers of Mathematics Bylaws

## Article I Executive Board

- Section 1: The Executive Board, hereafter referred to as the Board, shall be the policy-making and executive body of ICTM to include:
- (a) make an annual review of the policies and goals of ICTM.
  - (b) take appropriate action on all committee reports and membership petitions.
  - (c) determine the disposition and depository of permanent records.
  - (d) act in accordance with the Constitution and Bylaws of ICTM.
- Section 2: The Board shall consist of the officers and those appointed by the President. All members, except the ex-officio members, shall be voting members of the Board.
- Section 3: If the office of President-Elect becomes vacant, the President shall authorize a special election.
- Section 4: In the event of a vacancy of an elected or appointed position, except the Presidency, the President shall appoint and the Board shall ratify the appointment of a member to fill the position until the next election.
- Section 5: The Board shall meet at least once a year.
- Section 6: A quorum shall consist of a majority of the voting members of the Board.
- Section 7: All Board members shall:
- (a) Promote the purposes of ICTM.
  - (b) Attend all meetings of the Board and actively participate.
  - (c) Perform such duties as assigned and complete assignments in a timely fashion.
  - (d) In the event that a Board member is unable or unwilling to perform their duties:
    - (i) The Board member shall submit a written letter of resignation to the President.
    - (ii) If the aforementioned Board member does not submit a written letter of resignation, the Board, through a designated representative, shall request a written letter of resignation.
    - (iii) If the aforementioned Board member is unwilling to resign, then the aforementioned Board member may be removed by a three-fourths majority vote of the Board members present at an official Board meeting.
    - (iv) If a Board member fails to attend three consecutive Board meetings, said Board member shall be considered to have resigned and shall be notified by the President. Exceptions for extenuating circumstances may be granted by the Board.

## Article II Terms of Offices

- Section 1: The term of the President shall be two years.

- Section 2: The President-Elect shall accede to the position of President after one year, at which time the President, after serving two years in that position, shall become the Past-President, serving one year in that position.
- Section 3: Each Vice-President shall serve a three-year term.
- Section 4: One Regional Director shall be elected from each of Iowa's Area Education Agencies (AEA) for a three-year term.
- Section 5: The Secretary shall serve a three-year term.
- Section 6: The Treasurer shall serve a three-year term.
- Section 7: The President-Elect or Past President in office shall accede to the presidency immediately should the President be unable to complete the term of office, or upon acceptance of the President's written resignation.

### **Article III Duties of the Officers**

- Section 1: 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.
- Section 2: 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.
- Section 3: 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.
- Section 4: 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.
- Section 5: 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.
- Section 6: 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.
- Section 7: A Regional Director 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.

#### **Article IV**

##### **Duties of Other Members of the Board**

- Section 1. 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 or subcommittee.
  - (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.
- Section 2: 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 or subcommittee.
  - (e) Serve at most one three-year term.
  - (f) Assume such duties as the President or Board may determine.
- Section 3: 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.

## **Article V Committees**

- Section 1: The standing committees of the Board shall be Communications, Membership & Marketing, Governance, and Conference.
- Section 2: Annually, or when there is a change of Treasurer, the President shall appoint an audit committee for the purpose of auditing the Treasurer's records.
- Section 3: Each committee shall have at least three members.
- Section 4: Each committee shall prepare an annual written report, submitted to the Board prior to the annual Business meeting.
- Section 5: The Board may establish other committees as necessary to perform the duties of ICTM.

## **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.

## **Article VII Affiliate Groups**

A group may affiliate with ICTM so long as its purpose is compatible with that of the ICTM and it abides by the guidelines of ICTM relative to membership. Such a group must have a dissolution clause in its constitution. Any affiliate group shall have a non-voting, ex-officio representative on the Board. The Board shall, by majority vote, grant affiliation.