

# **SCCTM Constitution and By-Laws**

## **Constitution of the South Carolina Council of Teachers of Mathematics**

### **Article I. Name**

The name of this organization shall be the South Carolina Council of Teachers of Mathematics.

### **Article II. Purpose**

The purpose of the organization shall be:

- (1) To encourage and stimulate greater interest in mathematics and its applications;
- (2) To encourage and provide opportunities for the exchange of ideas and materials related to the instruction of mathematics;
- (3) To further the cooperative study of problems related to the teaching of mathematics at all levels; and
- (4) To work for the improvement of mathematics instruction at all levels of education.

### **Article III. Membership**

Membership shall be open to all persons interested in the purposes of this organization.

### **Article IV. Officers**

Section 1. The officers shall be President, President-Elect, the immediate Past-President, Secretary, Treasurer, Vice-President for Elementary Teachers, Vice-President for Middle School Teachers, Vice-President for High School Teachers, Vice-President for Post-Secondary Teachers, Vice-President at Large, and National Council of Teachers of Mathematics Representative.

Section 2. The Executive Board may be composed of all elected officers and representatives from the South Carolina State Department of Education. The voting

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members of the Executive Board shall be all officers listed in Article IV, Section 1. The representatives from the South Carolina State Department of Education, as chosen by the board, shall be ex-officio non-voting members of the Executive Board. A Government Relations representative shall be appointed by the Executive Board to serve a term of two years, renewable once and will serve as an ex-officio member of the Executive Board. Six voting members of the Executive Board shall constitute a quorum.

#### **Article V. Meetings**

There will be at least three (3) Executive Board meetings per year. The annual business meeting will be held once a year at the annual conference.

#### **Article VI. Amendments**

This constitution may be amended at the annual business meeting of the Council by a two-thirds vote of the members present, provided that written notice of any proposed change has been given to the membership not less than ten (10) days in advance of said meeting and provided a quorum is present. The members present at any duly announced meeting of the organization shall constitute a quorum for transacting business of the organization.

#### **Article VII. By-Laws**

The Executive Board shall have the power to form the organization's by-laws.

#### **Article VIII. Dissolution Clause**

If, at any time, the South Carolina 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 Board, which has similar purposes and has 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 I. Duties of Officers and Executive Board**

Section 1. The President shall:

- a. preside at all meetings of the organization and of the Executive Board

- b. set the agenda for the meetings and notify members as appropriate;
- c. appoint all necessary committees not provided for by the constitution or by- laws;
- d. carry out the expressed wishes of the organization in its regular and special meetings;
- e. authorize the payment of all legitimate bills of the organization;
- f. serve as the chair of the Budget Committee;
- g. serve as the Site Chair for the annual conference and business meeting during the first year of the term and serve as both the Site Chair and Program Committee Chair during the second year of the term.

Section 2. The President-Elect shall:

- a. assist the President in carrying out the work of the organization;
- b. preside at all official meetings and functions of the organization in the absence of the President;
- c. work with the President to negotiate contracts for the site of the future annual state conference and complete any additional annual conference tasks as necessary;
- d. work with the President on the site and program for the annual Fall Conference and serve as a member of the Program Committee;
- e. work with the President to update the Executive Board Handbook; and
- f. act as or work with the Chair of SCCTM Special Training Events Committee.

Section 3. The Past-President shall:

- a. serve as Chairman of the Program Committee for the annual conference;
- b. work closely with the President and President-Elect in an advisory capacity;
- c. work with the President and President-Elect to update the Executive Board Handbook.

Section 4. The Secretary shall:

- a. keep minutes of all meetings of the organization and of the Executive Board and distribute copies to members of the Executive Board within 30 days following the meeting;
- b. preserve all records and documents and transfer them to his successor

- within 30 days following the termination of office;
- c. serve as the organization's historian; and
- d. oversee the on-site conference registration.

Section 5. The Treasurer shall:

- a. work with the Database Manager to provide for the collection of all membership dues and any registration fees authorized by the Executive Board;
- b. pay all bills that have been duly authorized by the President;
- c. keep an accurate record of all monies received and paid out;
- d. coordinate the filing of the Federal Income Tax Return; SCCTM Constitution and By-Laws
- e. coordinate an external review of the financial records by an individual not related by blood or marriage to any member of the Executive Board to be completed at least every four years, preferably during the fourth year of the treasurer's term;
- f. serve on the budget committee;
- g. make a financial report at the annual meeting and whenever called upon by the President; and
- h. preserve the financial records of the organization and transfer them to his successor by December 31 of the calendar year in which the term of office ends.

Section 6. The Vice-President for Elementary Teachers shall:

- a. represent the elementary teachers of the organization on the Executive Board through regular contact such as email with these members;
- b. bring information and issues through reports to the Executive Board;
- c. coordinate the Annual Poster Contest; and
- d. serve as a member of the Program Committee, the Publications Committee, and the Grants Committee.

Section 7. The Vice-President for Middle School Teachers shall:

- a. represent the middle school teachers of the organization on the Executive Board through regular contact such as email with these members;
- b. serve as the liaison to the state MathCounts competition;

- c. represent SCCTM at the South Carolina Middle School Association Conference (In the event that both meetings occur at the same time, the President shall appoint a substitute to fulfill one of these duties.); and
- d. serve as a member of the Program Committee, the Publications Committee, and the Grants Committee.

Section 8. The Vice-President for Secondary Teachers shall:

- a. represent the high school teachers of the organization on the Executive Board through regular contact such as email with these members;
- b. serve as a member of the Program Committee, the Publications Committee, and the Grants Committee.
- c. serve as the chairperson of the Ambassadors and maintain consistent communication between Ambassadors and the board.

Section 9. The Vice-President for Post-Secondary Teachers shall:

- a. represent the post-secondary teachers of the organization on the Executive Board through regular contact such as email with these members;
- b. send correspondence concerning the organization's scholarships to the mathematics and education departments at all South Carolina colleges and universities; and
- c. serve as a member of the Program Committee, the Publications Committee, and the Grants Committee.

Section 10. The Vice-President at Large shall:

- a. represent the memberships of the organization on the Executive Board and assist other Vice-Presidents, as requested, with member interface and special projects;
- b. serve as chair of the Publications Committee and the Communications Coordinator;
- c. solicits funds to support SCCTM's projects; and
- d. serve as a member of the Program Committee and the Grants Committee.

Section 11. The National Council of Teachers of Mathematics Representative shall:

- a. keep informed of the activities of the National Council of Teachers of Mathematics

and bring pertinent information to the attention of the organization through a regular column in the newsletter; posting on SCCTM's social media; and timely FYI emails to the membership;

- b. encourage membership in the National Council of Teachers of Mathematics;
- c. serve as principal delegate of the organization to the annual meeting of the National Council of Teachers of Mathematics;
- d. provide NCTM Headquarters updated lists of organizations' officers and dates for professional development sponsored by the organization;
- e. submit updated copies of the organization's constitution/bylaws to NCTM Affiliate Services;
- f. organize and manage the NCTM and SCCTM booth at the annual conference.

Section 12. The Government Relations Representative shall:

- a. keep informed of governmental and legislative issues related to mathematics education at the state and national level and bring pertinent information to the attention of the organization through a regular column in the newsletter;
- b. posting on SCCTM's social media; and
- c. timely FYI emails to the membership.

Section 13. The State Department of Education Representatives shall:

- a. serve as liaisons between the organization and the South Carolina State Department of Education; and
- b. work closely with all board members in an advisory capacity.

Section 14. A Database Manager (Deleted but included in the responsibilities of the Executive Director)

Section 15. An Editor of the organization's journal, The MathMate, shall be appointed by the Executive Board to:

- a. perform duties as outlined in a contract; and
- b. attend Executive Board meetings as requested.

Section 16. Positions to include, but not be limited to, Executive Director, Program Manager, Bookkeeper, and Commercial Exhibit Manager may be assigned or employed with either separate responsibilities or consolidated for efficiency and cost.

Section 17. The Executive Board shall:

- a. meet at least three times a year to review and adopt programs and the budget for the

year;

- b. approve the two Nominating Committee members submitted by the Nominating Committee chair;
- c. name an alternate delegate to the annual meeting of the National Council of Teachers of Mathematics;
- d. approve any contracts;
- e. establish various types of memberships in the organization and designate the rights, privileges, and responsibilities of such memberships; and
- f. perform other duties as assigned.

## **Article II. Election Procedures and Terms of Office**

Section 1. Nominations for all offices to be filled shall be prepared by a Nominating Committee at least three (3) months prior to the annual business meeting. At least two nominations for each office shall be presented by the committee. Members of the nominating committee may not be nominated for an office.

Section 2. Qualifications.

- a) A nominee for president-elect must have been a member of the Council for a minimum two-year term during the preceding seven years and served on the Board of Directors, as a major committee chair, or in another major leadership role in the Council.
- b. The vice-presidents for elementary, middle, secondary, and post-secondary teachers shall be classroom teachers of mathematics and shall be teaching at the level suggested by the office.

Section 3. All officers shall be elected by a majority vote not later than the annual business meeting.

Section 4. The President-Elect shall be elected, beginning with the 2018 election cycle, to a four-year term of office. This person shall serve the first year as President-Elect, the second and third years as President, and the fourth year as Past President. The president-elect shall be so elected on a regular biennial basis.

Section 5. The Past-President shall not be eligible for election to any office in the year following the end of his/her term.

Section 6. The Treasurer shall be elected for a term of four years and shall not be eligible for re-election to a second term as Treasurer.

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Section 7. Every other elected officer shall serve for a term of two years and shall be eligible for re-election to the same position for only a second term.

Section 8. The Vice-President for Elementary Teachers, the Vice-President for Secondary Teachers, the Secretary, and the National Council of Teachers of Mathematics Representative shall be elected in even-numbered years. The Vice-President for Middle School Teachers, the Vice-President for Post-Secondary Teachers, the Vice-President at Large, and the Treasurer shall be elected in odd-numbered years. The Treasurer shall be elected every four years beginning in 2005.

Section 9. In the event a duly elected vice-president, through subsequent change of employment status, shall not be a teacher at the level suggested by the office, that vice-president shall be eligible to remain in office until the next election of that position, provided he/she remains in educational work.

Section 10. Newly elected officers shall assume their duties at the close of the annual business meeting.

### **Article III. Office Vacancies**

Section 1. In the case of a vacancy in the office of the President, the president-elect shall assume and exercise all responsibilities and authority of the presidency, and in the absence of a president-elect, then the immediate past president shall assume such responsibilities and authority.

Section 2. In case of vacancy in the office of the President-Elect, a new election shall take place immediately following the vacancy.

Section 3. In the case of a vacancy in the office of Secretary, Treasurer, Vice-President for Elementary Teachers, Vice-President for Middle School Teachers, Vice-President for Secondary Teachers, Vice-President for Post-Secondary Teachers, Vice-President at Large or National Council of Teachers of Mathematics Representative, the President, with approval of the Executive Board, shall appoint a member to serve in this position for the unexpired term.

Section 4. In the case of vacancy in the office of the immediate Past-President, the President shall appoint a Chairman of the Program Committee.

Section 5. If an officer consistently fails to fulfill his obligations, including regular attendance at board meetings, the Executive Board has the power to



request his resignation.

#### **Article IV. Dues**

The annual dues shall be determined by the Executive Board of the organization and shall be payable on or before the date of the annual business meeting. These dues shall cover from October 1 to September 30.

#### **Article V. Special Memberships**

Section 1. A person can purchase a Life Membership for a one-time payment equal to twenty-one (21) times the regular membership dues.

Section 2. Persons who have retired from full-time teaching or other related employment shall be eligible for Retired Membership. The dues for the Retired Membership shall be at least two dollars less than the regular dues amount set by the Executive Board.

Section 3. Any person who is enrolled full-time in either undergraduate or graduate programs and who has an interest in mathematics and its teaching shall be eligible for Student Membership. The dues for the Student Membership shall be at least two dollars less than the regular dues amount set by the Executive Board. Further, persons designated as Student Members must never have held Regular Membership in the organization.

#### **Article VI. Committees**

Section 1. The President, the President-Elect or the Past-President, the Secretary, and the Treasurer shall serve as an Executive Committee between regular meetings of the Executive Board to carry out routine duties of the organization.

Section 2. A Nominating Committee shall nominate at least two persons for each elective position and recommend procedures for conducting the election. The Nominating Committee shall verify the qualifications for each candidate. The chair of the Nominating Committee shall be named by the President. The chair will select two other persons to serve on the committee and submit their names for the Executive Board's approval. No member of the Nominating Committee shall currently hold a position on the Executive Board. No member of the Nominating Committee may be nominated for an office.

Section 3. The Program Committee shall design, publicize, and execute the plans for the program at the annual conference. The Program Committee shall consist of the Past-President, the President-Elect, the five vice-presidents, and any other members that might be appointed by the President. The Past-President shall serve as Chairman.

Section 4. The Publications Committee shall work with the editor of the organization's journal, The MathMate, and any other publications to support the purposes of the organization. The members of this committee shall write and submit at least one article per year for The MathMate. In addition, the members of this committee shall solicit articles from members of their grade level for The MathMate. Committee Members shall have a designated column in each of the quarterly newsletters to report on issues pertinent to their grade level. The chair shall be the Vice President at Large.

Section 5. The Executive Committee shall select an external person to review the organization's books at least every four years and preferably during the fourth year of the treasurer's term.

Section 6. The Budget committee shall develop a proposed annual budget and present it to the board for approval at the spring meeting. The committee will be chaired by the President. Members may consist of the President-Elect, the Past-President, the Treasurer, and Vice Presidents with input from the Executive Director and the Commercial Exhibit Manager.

Section 7. Such other committees, standing or special, shall be appointed by the President, as the organization or the Executive Board shall from time to time deem necessary, to carry on the work of the organization. The President shall be an ex-officio member of all committees.

a. The Pre-Service Scholarship Committee shall review applications from pre-service teacher scholarship candidates, select winners before the annual conference, and inform the Executive Board of the winners before the annual conference. The chair and committee members shall be selected by the President.

b. The Educator Scholarship Committee shall review applications, select winners according to available funds, and inform the President of the applicants and recipients. The chair of the Educator Scholarship Committee is appointed by the President. The chair will select six members representative of the geographic regions of the state and including representation from both K-12 and post-secondary institutions. No member of

the Executive Board or of the Educator Scholarship Committee will be eligible for receiving a scholarship.

c. The Grants Committee shall review applications, select up to five winners each year, and inform the President on the applicants and recipients. The Grants Committee is composed of the chair (appointed by the President) and the five vice-presidents. No member of the Executive Board will be eligible for receiving a grant.

d. The Awards Committee shall review nominations for the Outstanding Contribution to Mathematics Education Award and the Richard Riley Award using the guidelines set for the committee and shall make their recommendations to the Executive Board for final approval prior to the annual conference. The chair (a past recipient of the Contribution to Mathematics Education Award) will be appointed by the President. The chair shall select two members for the committee.

e. The SCCTM Special Training Events Committee shall design, publicize, and execute the plans for special training events other than the annual conference. The chair of the SCCTM Special Training Events Committee will be appointed by the President. The members will consist of the President-Elect and no more than five additional members selected by the President.

f. The SCCTM Grant Initiative Committee is responsible for researching and applying for Grants in support of the organization such as the NCTM Affiliate Grant. The chair and the members shall be appointed by the President.

## **Article VII. Advisory Assembly - Removed**

## **Article VIII. Amendment Procedures**

The Executive Board shall be empowered to establish, amend, and rescind by-laws by a vote of two-thirds of its full voting membership.

## **Article IX. Parliamentary Procedure**

Robert's Rules of Order will be the authority for conducting business unless they conflict with the Constitution or By-Laws.