

PENNSYLVANIA COUNCIL
OF
TEACHERS OF MATHEMATICS
CONSTITUTION

**THE CONSTITUTION OF
THE PENNSYLVANIA COUNCIL OF
TEACHERS OF MATHEMATICS
October 2004**

ARTICLE I – NAME AND PURPOSE

- Section 1. This organization shall be known as the Pennsylvania Council of Teachers of Mathematics, Inc. It is affiliated with the National Council of Teachers of Mathematics.
- Section 2. The purpose of this council shall be:
1. To create and maintain an active interest in the mathematics and encourage effective mathematics teaching at all levels in schools and colleges and universities.
 2. To provide a medium for exchange of ideas and information pertaining to mathematics and to the teaching of mathematics.
 3. To encourage research in mathematics and its teachings.
 4. To facilitate mathematics activities and offer leadership to all who are concerned with mathematics education in the state.

ARTICLE II – MEMBERSHIP

- Section 1. Membership shall be open to all persons who are engaged in the teaching of mathematics in public, private, and parochial educational institutions and to persons who are interested in mathematics.
- Section 2. Student membership shall be open to all students who are interested in mathematics and who are enrolled in any of the recognized institutions of higher learning in the state and have never taught professionally.
- Section 3. Retired members of the Pennsylvania Council of Teachers of Mathematics, Inc. who have been in good standing for (5) successive years are eligible for life membership, with full membership privileges. They may continue to be members without payment of dues for as long as they signify a desire for membership.
- Section 4. Institutional memberships shall be available to departments, libraries, schools, school districts, and other institutions. Such memberships exclude voting privileges.

ARTICLE III - DUES

- Section 1. The dues will be specified by the By-Laws.
- Section 2. The fiscal year of this council shall be from March 1st through the last day of February.
- Section 3. Dues period
1. Membership shall be for one calendar year starting with the month in which the dues were initially paid.
 2. A membership renewal notice shall be sent to each member at least one month before the expiration of his/her membership.

3. If a member has not renewed his/her membership within two months after the first notice of his/her membership, the Membership Chairperson shall send that person a reminder at the end of two months.
4. Members who do not pay their dues in response to the initial renewal notification and the reminder, will be dropped from active membership one month after the mailing of the second notice. If those people at some later time rejoin PCTM, they will have a new membership date.

ARTICLE IV – OFFICERS AND EXECUTIVE BOARD

Section 1.

Officers

1. The officers of this council shall be President, Vice-President, Secretary, and Treasurer.
2. The Vice-President in alternate years will be President-Elect and Immediate Past President respectively: e.g., the person elected in 1987 as President Elect will serve as Vice-President during 1987-1988 and then as President from 1988-1990 and then again as Vice-President during 1990-1991.
3. The officers constitute the executive committee which has the responsibility to make necessary decisions on behalf of the executive board between meetings of the executive board. The executive committee shall report its activities at each regularly scheduled meeting of the executive board.

Section 2.

Executive Board

1. The executive board of this council shall consist of the officers, two delegates-at-large, and the two representatives from each PCTM affiliated group. The president may, with board approval, appoint any PCTM member in good standing as NCTM representative, with voice and vote on board matters. The president may, with board approval, appoint any PCTM member in good standing as historian with voice and vote on board matters. Each chairperson for both standing and ad hoc committees, which must be approved by the executive board, shall be appointed by the president and will have voice and vote on board matters.
2. Any non-board member may attend the meetings of the executive board without the privilege of vote.
3. Quorum – A simple majority of the executive board shall constitute a quorum for the transaction of business. Two of those present must be officers.

Section 3.

Qualifications

1. All members of the executive board shall be members of PCTM.
2. The officers of this council shall be members of the National Council of Teachers of Mathematics.
3. The President-Elect must have served as a member of the executive board or as a committee chairperson, or as NCTM representative for a period of at least one year, within a two-year period prior to nomination.
4. The two delegates-at-large should represent areas anywhere throughout the state.

Section 4. Term of Office

1. Officers – The term of office for all officers shall be two (2) years. The President shall not be eligible for re-election. The Vice-President shall serve one year as President-Elect and one year as Past-President.
2. Executive Board – The term of office for all members shall be two (2) years. They will be eligible for reappointment or re-election. Any elected executive board member who is absent from two consecutive board meetings shall be considered to have vacated that position.
3. The term of office for the Executive Board members shall commence at the conclusion of the Board meeting in June. The outgoing officers shall complete their business by June 30.

Section 5. Elections and Appointments

1. The election of officers and delegates-at-large shall be by mail ballot. The ballot shall be prepared by the Committee on Nominations and Elections and mailed to the membership as part of the winter mailing. The ballots shall be returned to the Committee on Nominations and Elections by a deadline date set by the committee and printed on the ballot. Results of the election shall be announced in the PCTM magazine and posted on the website.
2. The committee on Nominations and Elections shall prepare a slate of at least two (2) nominees for each office. Ballots shall provide a place for write-in nominees.
3. Elections of officers and delegates-at-large shall be by plurality vote.
4. In case of a vacancy of an elected position on the executive board, the President shall appoint a member to fill the unexpired term. Such member must be in good standing.
5. The President-Elect, Secretary, and one delegate-at-large shall be elected in odd years. One representative from each PCTM affiliated group shall be appointed in the odd years. All other board members shall be elected or appointed in even years.
6. Presidential appointments shall be reviewed by the executive board annually.

ARTICLE V - COMMITTEES

Section 1. The following are standing committees: Awards, Contest, Curriculum Issues, Executive Committee, Governmental Relations, Membership, Programs and Meetings, and Publications.

Section 2. Ad hoc committees are Audit, Budget, Nominations and Elections, and such other committees as the work of the council might demand.

ARTICLE VI - MEETINGS

Section 1. There will be an annual business meeting for the membership at which the business of the council will be conducted. The annual business meeting will be conducted during the Pennsylvania Council of Teachers of Mathematics conference.

Section 2. The Executive Board will conduct its meetings to plan and direct the council's activities, and conduct any other business of the council, including the adoption of the annual budget.

ARTICLE VII - AFFILIATION

Section 1. The Pennsylvania Council of Teachers of Mathematics, Inc. shall encourage the establishment of local mathematics groups inviting them to affiliate with the Pennsylvania Council of Teachers of Mathematics, Inc. The annual fee for local groups affiliating with the council shall be specified in the By-Laws.

ARTICLE VIII – DISSOLUTION AND NON PROFIT STATUS

Section 1. If at any time, this council shall cease to carry out the purpose as herein stated, all assets and property held by it, whether in trust or otherwise, shall, after payment of liabilities, be paid over to an organization, selected by the final executive board of this council, which has a similar purpose, and such assets and property shall be applied exclusively for such charitable, scientific, and educational programs.

ARTICLE IX - AMENDMENTS

Section 1. This constitution may be amended by vote of two thirds (2/3) of the members present at the annual business meeting provided that the executive board has given written notice of the proposed amendment (or amendments) to the membership at least thirty (30) days prior to the annual business meeting.

BY-LAWS

ARTICLE I - DUES

Section 1. All members as defined in Article II, Section 1, Section 2, and Section 4 shall pay annual dues which are set by the executive board and approved by the members attending the annual business meeting.

Section 2. All members as defined in Article II, Section 3 of the constitution shall be exempt from paying any dues.

ARTICLE II - DUTIES OF THE OFFICERS

Section 1. President

The president shall preside at all meetings of the council and shall serve as chairperson of the executive board; shall make appointments with the approval of the executive board; shall appoint members to fill vacancies of elected positions on the executive board; shall prepare an annual report of the activities of the council. The President shall be a member ex officio of all committees except the Committee on Nominations and Elections.

Section 2. Vice-President

The Vice-President shall perform the duties of the president during the President's absence or in case of the President's inability to serve.

Section 3. Secretary

The Secretary shall record the minutes of each meeting of the council and of the executive board, and shall carry on the correspondence of the council.

Section 4. Treasurer

The Treasurer shall receive all money paid to the council; shall make all disbursements with the approval of the President; shall keep an accurate record of all receipts and expenditures; shall submit records to be audited by the Auditing Committee. The Treasurer shall serve as chairperson of the Budget Committee.

Section 5. Executive Board

The Executive Board shall act as the governing body of the council; shall have the power to transact the business of the council; shall initiate, develop, and determine the policies of the council. The Executive Board shall have its annual meeting sometime previous to the annual meeting of the council, and shall meet at such times as the President, or five members of the executive board shall deem necessary.

ARTICLE III - COMMITTEES

Section 1. Standing Committees

1. Awards

The awards committee shall be responsible for identifying individuals who are to receive the council's awards at the annual meeting. The committee shall also be responsible for administering the arrangements related to the presentations.

2. Contest

The contest committee shall be responsible for conducting statewide student mathematics contests.

3. Curriculum Issues

The curriculum issues committee shall be responsible for recommending to the executive board positions that the council might adopt and actions that it might take on curriculum issues.

4. Executive Committee

The executive committee shall be responsible for making necessary decisions on behalf of the executive board. The executive committee shall report its activities at each regularly scheduled meeting of the executive board.

5. Governmental Relations

The governmental relations committee shall be responsible for alerting the executive board about legislation that has an impact on issues of interest to the mathematics education community so that the council can take appropriate action. The committee may be involved in the implementation of the board's decisions.

6. Membership

The membership committee shall be responsible for bringing the purposes and advantages of membership in the council to the attention of mathematics teachers and to enlist their support of the programs of the council. The committee shall maintain an accurate list of current members. They shall cooperate with the affiliated groups to coordinate and maintain membership records.

7. Programs and Meetings

The programs and meetings committee shall be responsible for planning and coordinating statewide NCTM meetings.

8. Publications

The publications committee shall be responsible for preparing publications, both in print and electronic form, as directed by the executive board.

Section 2. Ad Hoc Committees

1. Auditing

In advance of the annual meeting, the President shall appoint an auditing committee of three (3) to audit the accounts of the Treasurer.

2. Budget

The Treasurer and two members of the executive board shall constitute the budget committee. It shall be the duty of this committee to prepare an annual budget of the council and present it to the executive board at its annual meeting.

3. Nominations and Elections

The nominations and elections committee shall be appointed by August 1. It shall consist of five (5) members: The Vice-President, who shall serve as chairperson; two (2) members from the executive board; two (2) members from the active membership outside of the executive board.

ARTICLE IV - AFFILIATIONS

Section 1. Newly affiliated groups are not required to pay dues during the school year in which they receive their charter.

Section 2. Other affiliated groups pay annual dues according to a schedule established by the executive board. Dues shall be paid to PCTM. The Treasurer of each group shall remit the necessary dues together with a completed form which will be sent by PCTM. The money from these dues is used to help defray costs related to affiliated group programs.

ARTICLE V – PARLIAMENTARY PROCEDURE

Section 1. *Robert's Rules of Order Newly Revised* shall be the authority in questions of parliamentary procedure.

CONSTITUTIONAL COMMITTEES

1. Original Committee:
Constitutions adopted – March 29, 1952
2. First Revision Committee:
Revision adopted – April 1960
3. Second Revision Committee:
Revision adopted – May 1, 1965
4. Vote Adoption of Article VIII -
Non-Profit Status – May 10, 1969
5. Third Revision Committee:
Revision adopted – May 11, 1974
6. Fourth Revision Committee:
Revision adopted – March 26, 1976
7. Vote Adoption of Name and Elections
Revision adopted – March 1981
8. Vote Adoption of Officers and Terms of Office
Revision adopted – March 19, 1982
9. Vote Adoption of Dues and Fiscal Year
Revision adopted – March 15, 1985
10. Vote Revision of Article III, Section 3
Revision adopted – March 20, 1987
11. Fifth Revision Committee:
Revision adopted – March 17, 1989
12. Vote Revision of Article IV – Sections 2, 3, and 5
Revision adopted – March 13, 1992
13. Vote Revision of Article IV – Sections 3 and 5 and Article III – section 3
Revision adopted – March 15, 1996
14. Vote Revision of Article III-Section 2, Article IV-Section 4 and 5, Article VI-
Section 1, Article IX- Section 1, By-Laws, Article III-Section 1
Revision adopted – October 28, 2004