

PENNSYLVANIA COUNCIL
OF
TEACHERS OF MATHEMATICS

CONSTITUTION

**THE CONSTITUTION OF
THE PENNSYLVANIA COUNCIL OF
TEACHERS OF MATHEMATICS
August 2, 2017**

ARTICLE I - NAME AND PURPOSE

Section 1. This organization shall be known as the Pennsylvania Council of Teachers of Mathematics, henceforth referred to as “PCTM”. It is affiliated with the National Council of Teachers of Mathematics, henceforth referred to as “NCTM”.

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. Members who have retired from their full-time teaching positions and have been members of PCTM in good standing for ten (10) 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. However, if they fail to signify a desire to continue their membership for one year, then they will not be eligible for the life membership.

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 July 1st to June 30th.

Section 3. Dues period.

1. Membership shall be for one calendar year from the date that the dues were paid.
2. An electronic membership renewal notice shall be sent one month before membership expires. An additional notice will be sent two weeks before membership expires.

3. Members who have not paid their dues to renew their membership by the date listed in the reminder emails will be removed from active membership.

ARTICLE IV – OFFICERS AND BOARD OF DIRECTORS

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 x year as President-Elect will serve as Vice-President during x to $(x + 1)$ year and then as President from $(x + 1)$ to $(x + 3)$ year and then again as Vice President during $(x + 3)$ to $(x + 4)$ year.
3. The officers constitute the Executive Committee which has the responsibility to make necessary decisions on behalf of the Board of Directors between meetings of the Board of Directors. The Executive Committee shall report its activities at each regularly scheduled meeting of the Board of Directors.

Section 2. Board of Directors

1. The Board of Directors of this council shall consist of the officers, henceforth known as the Executive Committee, two delegates-at-large, and one voting representative from each PCTM affiliated group, in good standing, and two voting regional representatives, each from the East, Central, and West regions. Regional representatives must be PreK-12 classroom teachers.
2. Appointed members of the Board: The President may, with board approval, appoint any PCTM member in good standing as NCTM representative. Each chairperson for both standing and ad hoc committees, with board approval, shall be appointed by the President and will have voice and vote on board matters.
3. Any non-board member may attend the meetings of the Board of Directors without the privilege of vote, and voice at the discretion of the President.
4. Quorum-A quorum shall be at least 40% of the members of the Board of Directors. At least two of those present must be officers.
5. Each member of the Board of Directors may only vote once. Each committee may only have one vote.

Section 3. Qualifications

1. All members of the Board of Directors shall be members of PCTM. The President, Treasurer, and NCTM representative each must be a member of the NCTM.
2. The President-Elect, Secretary, and Treasurer must have served as a member of the Board of Directors or as a chairperson of one of the committees listed in Article V of the constitution, or as NCTM representative for a period of at least two years, within a four-year period prior to nomination.

3. The two Delegates-at-Large should represent areas anywhere throughout the state.

Section 4. Term of Office

1. Offices – The term of office for all officers shall be two (2) years. The President shall not be eligible for re-election within four years after completion of his/her term. The Vice-President shall serve one year as President-Elect and one year as Past-President.
2. Board of Directors – The term of office for all elected members shall be two (2) years. The term of office for all appointed members shall be one (1) year. They will be eligible for reappointment or re-election.
3. Any elected or appointed member of the Board of Directors who is absent from two consecutive Board meetings shall be considered to have vacated that position.
4. The term of office for the Board of Directors shall commence on June 30th. The outgoing officers shall complete their business by June 30th. The term of office for the incoming officers shall begin on July 1st.

Section 5. Elections and Appointments

1. The election of officers, Delegates-at-Large, and Regional Representatives shall be by on-line electronic ballot. The ballot shall be prepared by the Committee on Nominations and Elections and posted on the website. Information on the candidates shall be posted on the PCTM website and announced through electronic communication with the membership. The ballots shall be tallied by a deadline set by the Committee on Nominations and Elections, and as stated on the electronic ballot. Results of the election shall be announced through electronic communication with the membership and posted on the PCTM website.
2. The committee on Nominations and Elections shall prepare a slate of nominees for each office. A call for nominations shall be sent out to the general membership via electronic notification. The slate of nominees shall be approved by the Board of Directors at the Board Meeting prior to the creation of the on-line electronic ballot.
3. Elections of officers, Delegates-at-Large, and Regional Representatives shall be by plurality vote.
4. In case of a vacancy of an elected position on the Board of Directors, the President shall appoint a member to fill the unexpired term. Such member must be in good standing. If the President vacates his/her position, then the Vice President will fill the unexpired term.
5. The President-Elect, Secretary, one Delegate-at-Large, and three Regional Representatives (one from each region) shall be elected in odd years. The Treasurer, one Delegate-at-Large, and three Regional Representatives (one from each region) shall be elected in even years.
6. Presidential appointments shall be reviewed and approved by the Board of Directors annually.

ARTICLE V – COMMITTEES

- Section 1. The following are standing committees: Awards, Conference Planning Committee, Contest, Executive Committee, Historian, Mathematics Education Policy, Membership, Parliamentarian, PCTM Internship Program Coordinator, Publications, Student Recruitment, and Undergraduate Student Representative.
- 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 PCTM annual conference.
- Section 2. The Board of Directors 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.
- Section 3. The annual business meeting minutes shall be posted on the PCTM website within one month following the business meeting.

ARTICLE VII – AFFILIATION

- Section 1. The PCTM shall encourage the establishment of local Mathematics groups inviting them to affiliate with the PCTM by submitting a letter of request to the PCTM Board of Directors.
- Section 2. Each affiliate group shall appoint/elect one voting representative to the PCTM Board of Directors.
- Section 3. Each affiliate group shall have a President, Treasurer, and PCTM representative that are individual PCTM members in good standing. In doing so, the affiliate will be recognized as being in good standing with PCTM.
- Section 4. The Affiliate that is not in good standing may not vote at the Board of Directors meetings.

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 Board of Directors 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 Board of Directors 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 and Section 2 shall pay annual dues which are set by the Board of Directors 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. If at such time, PCTM chooses to make all publications electronic, retired members will receive electronic publications or pay the printing and postage costs.
- Section 3. If at such time, PCTM chooses to make all publications electronic, members in good standing who wish to have paper copies of the publications will pay dues equal to twice the current rate.
- Section 4. Affiliates in good standing will receive 20% of the PCTM members' dues as chosen by the members when renewing. The rebate shall be paid on November 1st each year. Members may choose not to designate any rebate.

ARTICLE II – DUTIES OF THE OFFICES

- Section 1. **President**
The President shall preside at all meetings of the council and shall serve as chairperson of the Board of Directors; shall make appointments with the approval of the Board of Directors; shall appoint members to fill vacancies of elected positions on the Board of Directors; shall prepare an annual report of the activities of the council. The President shall approve meeting minutes from the Secretary within one week. 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. The Vice-President shall serve as chairperson of the Nominations and Elections Committee.
- Section 3. **Secretary**
The Secretary shall record the minutes of each annual meeting of the council and the meetings of the Board of Directors, prepare and send the minutes to the President for approval within two weeks after each meeting, distribute the approved minutes and updated board roster to the Board of Directors within one week after the President's approval, 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. The Treasurer shall be responsible for utilizing Authorization of Payment Forms for each expenditure transaction. PCTM Authorization of Payment Forms for PCTM General Business Needs must be signed by either the

PCTM President, Vice-President, Secretary, or Awards Chair. PCTM Authorization of Payment Forms for PCTM Conferences must be signed by either the Conference Planning Committee Chair, Current Conference General Chair, or Current Conference Co-Chair.

Section 5.

Board of Directors

The Board of Directors 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 Board of Directors shall meet prior to the annual business meeting of the council, and meet at such times as the President, or members of the Board of Directors shall deem necessary. The Board meetings must be held at least four times a year.

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. The Chair shall be responsible to send timely and frequent requests of nominations to membership, collect the nominations, distribute the nomination packet material to the Committee members for review and recommendations. The Committee shall also be responsible for administering the arrangements related to the presentations.

2. Conference Planning Committee

The Conference Planning Committee shall be responsible for planning and coordinating statewide PCTM meetings and conferences. It is not the intent of this committee to run the conferences, but to oversee the establishment of the Conference General Co-Chairs and Committee Chairs, and to give counsel to the Conference Committee Chairpersons. The Conference General Co-Chairs, with the input of the Conference Committee Chairpersons, shall prepare a detailed report of the conference events, expenses, revenue, and recommendations to be used with future conferences, to be presented to the PCTM President and Board of Directors at the next scheduled Board meeting following the conclusion of the conference.

3. Contest

The Contest Committee shall be responsible for facilitating the funding of statewide student mathematics contests.

4. Executive Committee

The Executive Committee shall be responsible for making necessary decisions on behalf of the Board of Directors. The Executive committee shall report its activities at each regularly scheduled meeting of the Board of Directors.

5. Historian

The Historian shall collect, maintain, and archive materials and artifacts related to the PCTM. The Historian shall be responsible to update and maintain the lists of PCTM awardees, PCTM officers, and conference

- program information every year.
6. Mathematics Education Policy
The Mathematics Education Policy Committee shall be responsible for alerting the Board of Directors about legislation that has an impact on issues of interest to the mathematics education community so that the council can take appropriate action. This Committee shall be responsible for recommending to the Board of Directors that the council might adopt and actions that it might take on curriculum issues. The committee may be involved in the implementation of the Board's decisions.
 7. 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.
 8. Parliamentarian
The Parliamentarian shall be well versed in the proceedings of meetings according to Robert's Rules of Order and shall be consul to the PCTM President and Board of Directors in matters pertaining to meeting order and protocol.
 9. PCTM Internship Program Coordinator
The PCTM Internship Program Coordinator shall be responsible for overseeing and managing the PCTM Internship Program, and working in collaboration with the Undergraduate Student Representative in creating opportunities for student involvement in PCTM. Records are to be kept as per the PCTM Internship Program Handbook.
 10. Publications
The Publications Committee shall be responsible for preparing publications, both in print and electronic form, as directed by the Board of Directors.
 11. Student Recruitment
The Student Recruitment Committee shall be responsible for planning and conducting Pre-Service Teacher Day during the PCTM Annual Conference. The committee shall work in conjunction with other organizations, such as the Pennsylvania Association of Mathematics Teacher Educators, who have a vested interest in inducting future teachers of mathematics into the profession and into the organization.
 12. Undergraduate Student Representative
The Undergraduate Student Representative shall be responsible for assisting student recruitment and Pre-Service Teacher Day and creating opportunities for student involvement in PCTM.

Section 2. Ad Hoc Committees

1. Auditing
In advance of the annual meeting, the President shall appoint an

Auditing Committee of two (2) to audit the accounts of the PCTM. There shall be an outside audit performed at the request of the Board of Directors.

2. Budget

The Treasurer and two members of the Board of Directors 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 Board of Directors prior to the beginning of the fiscal year (July 1).

3. Nominations and Elections

The Nominations and Elections Committee shall be appointed by August 1. It shall consist of three (3) members: The Vice-President, who shall serve as chairperson; two (2) PCTM members in good standing.

ARTICLE IV – PARLIAMENTARY PROCEDURE

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

Section 2. Robert's rules of Order specify that a meeting must have (1) Rules of Conduct, (2) an agenda, and (3) a quorum.

Section 3. To have a successful meeting, all members of the Board in attendance must:

- Participate and no one person should dominate
- Speak openly and honestly with respect and professionalism
- Listen carefully to what others have to say
- Search for common ground/agreement
- Stay focused and on task

ARTICLE V – CODE OF ETHICS AND GRIEVANCES

Section 1. Code of Ethics

All members of the Board of Directors, including officers, elected positions, appointed members and affiliate representatives, must conduct themselves in a professional manner in all actions, and in all written, oral and electronic communications. The Board of Directors should work in a spirit of harmony and cooperation in spite of any differences of opinion that may arise during vigorous debate. In this spirit of harmony, the members of the Board of Directors should treat our colleagues, clients and others with whom we do business with respect, dignity, fairness and courtesy.

Section 2. Grievances

We are committed to maintain a work environment that is free from discrimination, harassment and retaliation. If a conflict arises to the point where organizational operation is in jeopardy, and the members of the Executive Committee have been unsuccessful in resolving the dispute, the majority of the Executive Committee may choose to refer the situation to the voting members of the Board of Directors. These voting members of the Board of Directors may then elect (1) to form a three person committee from within the voting members of the Board of Directors to mediate the situation directly, (2) to select a panel

of three Past Presidents of PCTM, who are impartial to the conflict, to try to achieve a solution, and/or (3) to appoint a professional arbitrator to strive for resolution. If the conflict cannot be resolved, then the offending party or parties will be asked to step down from his and/or her position(s).

MISSION OF PCTM

- To encourage an active interest in mathematics and mathematics education
- To provide a wide range of opportunities for the exchange of views about current problems, issues, teaching strategies, teaching techniques, and educational activities relevant to mathematics education
- To encourage and assist national, state, and local mathematics organizations to promote mathematics education at all levels
- To encourage educators of mathematics to develop into social support groups to share ideas and dialogs about mathematics specifically and education in general
- To provide resources to aid in the professional development of mathematics educators and to assist them in making connections to students
- To serve as a voice of mathematics education professionals in Pennsylvania to influence the governing authorities to promote quality mathematics education for all students

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
- 15. Sixth Revision Committee:
 - Article II-Section 4 omitted, Article III-Section 2, Article IV-Section 1(2), 2(1), 3(3), 5(1 and 5), Article VII-Section 1, Section 2 added, By-Laws Article II-Section 5, Article III-Section 2(3), Article IV on Affiliations omitted
 - Proposed Revision adoption-November 2009
- 16. Vote Revision of Article VII-Section 3
 - Added-PCTM General Membership Meeting, October 19, 2012
 - To be effective January 1, 2013
- 17. Seventh Revision Committee:
 - Proposed Revision adoption-August 24, 2013
- 18. Seventh Revision Committee:
 - Revision adopted-November 8, 2013
- 19. Eighth Revision Committee:
 - Proposed Revision adoption-May 2, 2015
- 20. Eighth Revision Committee:
 - Vote Revision of Article III-Section 3, Article IV-Section 3-Item 2, Article IV-Section 5-Item 2 and Item 6, Article V-Section 1 added Parliamentary and Student Recruitment. By-Laws Article II-Section 2, Article III-Section 1-Items 2, 5, 8, 9, and 10, Article III-Section 2-Item 2, Article IV-Section 2 and 3 added, Article V added.
 - Revision adoption-PCTM General Membership Meeting, August 14, 2015
- 21. Ninth Revision Committee:
 - Proposed Revision adoption-May 20, 2017
- 22. Ninth Revision Committee:
 - Vote Revision of Article IV-Section 4-Item 4 first sentence adjusted with commence June 30th and added last sentence. Article V-Section 1 added PCTM Internship Program Coordinator. By-Laws Article II-Section 4 added use of Authorization of Payment Forms to be used and who will sign them. Article III-Section 1-Item 9 added PCTM Internship Program Coordinator.
 - Revision adoption-PCTM General Membership Meeting, August 2, 2017