

Oregon Council of Teachers of Mathematics

CONSTITUTION

Article I. Name

The name of this organization shall be Oregon Council of Teachers of Mathematics.

Article II. Objective

The objective of this organization shall be to further the development of mathematics education.

Article III. Membership

1) Members

- a) All persons interested in the objective of the organization shall be eligible for regular membership.
- b) All students who have not taught professionally and who are interested in the objective of the organization shall be eligible for student membership.

2) Voting Rights

- a) All members of the organization are welcome to attend all Board meetings.
- b) Each current Member shall be entitled to one vote on all matters for which a membership vote is required.
 - i) Current Members are eligible to vote on the slate of officers, amendments to the Constitution, and dissolution.
 - ii) There shall be no voting by proxy.

Article IV. Affiliation

The Oregon Council of Teachers of Mathematics shall be affiliated with the National Council of Teachers of Mathematics (NCTM). OCTM may be an affiliate of other organizations. The President shall be a member of any parent organization. Other officers are encouraged to be members of any parent organization.

Article V. Fiscal Year

The fiscal year shall be from July 1 to June 30, hereinafter referred to as the year.

Article VI. Dues

The annual dues for regular, student, institutional, and life memberships shall be set by the Board.

Article VII. Areas

1) Number of Areas

- a) The Board shall designate no more than twenty-five areas covering the entire state, each to be represented by Area Representatives as provided herein.
- b) One area will include out-of-state members and will be represented by the Vice President.

Article VIII. Board

1) Board Composition

- a) Board shall refer to the elected officers, appointed chairpersons, and the Area Representatives.
- b) Area Representatives shall be appointed from each OCTM area.
- c) Membership of the Board shall include at least one person from each of the following instructional levels: elementary, junior high or middle school, senior high, community college, and college. If one of these levels is not represented by any other officer, then, and only then, the President shall appoint a representative for that level.
- d) The State Mathematics Assessment Specialist and the State Mathematics Curriculum Specialist are invited to serve as OCTM Officers and members of the Board.
- e) If any officer or chairperson shall miss three consecutive regular meetings of the Board, that position shall be automatically vacant. The vacancy shall be filled as provided herein.

2) Elected Officers

- a) Elected officers of the organization shall be: President, President Elect, Vice President, Secretary, Secretary of Treasury, and Secretary of Treasury-Elect. Nominees for elected office shall be members of OCTM.
- b) Nominees for all elected officers shall have served for at least two years on the Oregon Council of Teachers of Mathematics Board or the Oregon Math Leaders Conference Planning Committee or the Northwest Math Conference Planning Committee prior to being nominated.
- c) President Elect, Vice President, Secretary of Treasury-Elect, and Secretary shall begin their terms of office on July 1st of the year they were elected. The President Elect shall begin her/his term of office as President the same time as the Vice President with whom she/he is to serve.
- d) The Secretary of Treasury-Elect shall begin her/his one-year training period on July 1 of the year she/he is elected, and assume duties of Secretary of Treasury at the beginning of the following fiscal year.
- e) All elected officers shall serve for a period of two years except the President Elect and the Secretary of Treasury-Elect, both of whom shall serve for one year.
- f) Following her/his term as President, the President shall serve one year as Past President.

3) Area Representatives

- a) Each Area Representative shall be appointed by the President to serve their OCTM area.
- b) Each Area Representative shall serve for two years.

4) Appointed Chairpersons

- a) Appointed chairpersons of the organization may include: the Editor(s) of the official OCTM journal, NCTM Representative, Recognition Chairperson, Membership Chairperson, Scholarship Chairperson, Northwest Math Conference Chairperson, Professional Development Cadre Chairperson(s), Oregon Mathematics Leadership Conference Chairperson(s), Contests Chairperson, Historian, Oregon Math Education Council Representative, Teachers of Teachers of Mathematics Representative, and Webmaster. Other positions may be appointed by the President as needed. Changes to these appointed positions may be made at the President's discretion.
- b) *The Oregon Mathematics Teacher* (TOMT) is the official journal of OCTM.

5) Minutes

- a) Minutes shall be taken at all meetings of the Board, Executive Officers, and Committees.
 - i) All minutes shall be shared with the Board.
- b) All minutes shall be archived.
- c) Motions that have been passed shall become policies of OCTM, except those that concern approval of budget and minutes.

6) Quorum

- a) There shall be no quorum without the President or the President's designee.
- b) Except as otherwise specified herein, a quorum of the Board shall be a majority of the currently serving Officers and Chairpersons and a majority of the areas represented.
- c) There shall be no voting by proxy.
- d) A quorum for Executive Officers' meetings shall consist of a majority of the elected officers.

7) Meetings by Telecommunication or Computer

- a) Any regular or special meeting of the Board may be held by phone, telecommunications or electronic means, as long as all officers and chairpersons and area representatives can hear or read each other's communications during the meeting or all communications during the meeting are immediately transmitted to each participating Board member, and each participating Board member is able to immediately send messages to all other participating Board members (real time). All participating Board members shall be informed that a meeting is taking place at which official business may be transacted.

8) Removal and Termination

- a) An Officer may be removed as a member of the Board by a vote of two-thirds of the voting Board members then serving in office. A notice of the meeting of the Board at which the removal of an Officer will be voted upon shall state that the purpose of the meeting, or one of the purposes of the meeting, is to consider the removal of an officer.
- b) In addition, a majority of voting Board members then serving in office may declare vacant the office of an Officer with 3 or more consecutive unexcused absences.

Article IX. Duties of Officers, Chairpersons, and Area Representatives

1) President

The President shall call meetings of the Board, implement directives of the Board, guide and direct the program of the organization, appoint chairpersons, act at her/his own discretion in situations considered to be emergencies, subject to later discussion and action by the Board, and otherwise implement provisions of the Constitution and OCTM policy.

2) Past President and President Elect

The Past President or President Elect shall serve as a consultant to the President, preside as Parliamentarian and timekeeper during Board meetings, work on statewide communication and publicity, and work with the President.

3) Vice President

The Vice President shall assume the duties of President during her/his temporary absence, assume the office of President when it is vacated, and represent out-of-state members on the Board. The Vice President shall be in charge of Area Representatives, the Nominations Committee, and the election process. If there is a conflict of interest, the President Elect or Past President shall be in charge of the Nominations Committee and the election process.

4) Secretary

- a) The Secretary shall keep an accurate record of minutes of meetings of the Board and update the policies of OCTM at the conclusion of each fiscal year.
- b) The Secretary shall archive the minutes and policies.

5) Secretary of Treasury

Secretary of Treasury shall be responsible for collection and payment of funds, maintain the financial records and status of the organization, train the incoming Secretary of Treasury-Elect from the time of her/his election until she/he assumes office as Secretary of Treasury, prepare, with the assistance of the Budget Committee, the annual budget, obtain the biennial review, prepare the annual financial report for each year she/he is in office, and file the annual tax return. Secretary of Treasury shall chair the Budget Committee.

6) Area Representatives

The Area Representatives shall assist in the annual membership drive, assist in the planning and carrying out of programs, assist the Editors by obtaining information about activities in their areas and otherwise serve as liaisons between their areas and the Board.

7) Other Chairpersons

The duties of other Chairpersons shall be defined in the Procedures Manual.

Article X. Elections and Vacancies

1) Annual Election

- a) The annual election of officers shall be held prior to the last Board meeting of the fiscal year.
- b) The Vice President and Secretary shall be elected in odd-numbered years; the President Elect and Secretary of Treasury-Elect shall be elected in even-numbered years.
- c) The President shall appoint a nominating committee of at least three members. Three members shall constitute a quorum.
- d) Any ten OCTM members may nominate another member for office by a written notice to the committee by December 1. This provision of the Constitution shall be announced in the first issue of TOMT each year.
- e) Additional nominations may be made by the committee.
- f) The list of candidates shall be complete by December 1 prior to the election process in the spring. At least two nominations shall be made for each office to be filled.
- g) No member shall be nominated for more than one office in an election.
- h) No member shall hold two elected offices simultaneously.
- i) All elections shall be by ballot.
- j) In all elections, publicity of candidates shall consist of a picture, a statement of views, and a list of qualifications of each candidate. Such materials shall be sent to all OCTM regular and student members at least two weeks prior to the date on which ballots are due.
- k) A plurality of all votes cast shall constitute the election of a candidate to office.

2) Vacancy

- a) If a special election is necessary, the election procedure shall be set by the Board.
- b) When the office of President is vacated prior to the end of a term, the office shall be assumed by the Vice President.
- c) If the office of the President Elect is vacated, the vacancy shall be filled by a special election.
- d) In the event that an elected officer assumed another elected office, a special election shall be held to fill the vacancy left.
- e) In other cases of a vacancy occurring in an elected office, the vacancy shall be filled either by appointment by the Board or by a special election which shall be authorized by the Board.
- f) An officer who has assumed a vacated position shall serve out the remainder of the term of the officer who was replaced.
- g) In the case of a vacancy by an appointed chairperson, the President shall appoint a replacement.

Article XI. Meetings

- 1) The Board shall have four regular meetings during the year, the first meeting to be held before October 1, and the last meeting no earlier than April 1.
 - a) Special meetings may be called at the discretion of the President.
 - b) The duties of the Board shall be to implement provisions of the Constitution, to establish OCTM policy, to act in an advisory capacity to the President and other members of the Board, to approve appointments proposed by the President, and to approve the annual budget.

Article XII. Committees

- 1) **Appointment to Committees**
 - a) The President shall appoint such standing committees as shall be required to carry out the functions of the Board. All members of standing committees shall be members of OCTM.
- 2) **Budget Committee**
 - a) The Budget Committee, chaired and convened by the Secretary of Treasury, shall meet triennially to develop the budget for the next three fiscal years. Minutes shall be kept of the budgetary decisions and rationale.
 - b) The Budget Committee shall be comprised of at least the Secretary of Treasury, the President, and a minimum of three other Board members.
- 3) **Recognition Committee**
 - a) The Recognition Committee shall be responsible for reviewing nominations and voting of OCTM Math Education Awards during the spring Board meeting.
 - b) There shall be a minimum of three persons on the Recognition Committee.
 - c) The members shall be appointed by the President to serve with the Recognition Chairperson.
- 4) **Scholarship Committee**
 - a) The Scholarship Committee shall be responsible for advertising and making decisions concerning OCTM-sponsored scholarships.
 - b) There shall be a minimum of three persons on the Scholarship Committee.
 - c) The Chairperson and the other members shall be appointed by the President.
- 5) **Nominating Committee**
 - a) The Nominating Committee, chaired by the Vice President, shall perform duties according to Article X, Section 1.
 - b) There shall be a minimum of three persons on the Nominating Committee. Three members shall constitute a quorum.
 - c) The Chairperson and the other members shall be appointed by the President.

Article XIII. Finance

- 1) The triennial budget for the next three years shall be submitted for approval to the Board at its last meeting of the third fiscal year of the current budget.
- 2) Financial records shall include a check register, an account for each general item of budgeted income and expense, electronic storage devices, and such additional records as the Board may direct.
- 3) Financial records for each year shall be preserved for at least seven ~~three~~ years following the conclusion of that year.
- 4) All funds spent on expense accounts shall be accounted for to the Secretary of Treasury prior to July 10 for the year just completed.
- 5) The outgoing Secretary of Treasury shall turn over all financial records within one month of the date on which the new Secretary of Treasury assumes office.

- 6) The Secretary of Treasury shall submit the financial records for review to an outside agent at the end of each odd-numbered year.
- 7) Monitoring of all accounts shall be done by both the Secretary of Treasury and the President on a quarterly basis.
- 8) The annual financial report shall be presented at the first meeting of the year. The biennial review shall be submitted by the Secretary of Treasury to the Board by the fall Board meeting of the following year.
- 9) Any expenses in excess of \$500 not specifically addressed in the annually adopted budget must be approved by a majority vote of the Board, or in emergency situations, by a majority vote of the Officers.

ARTICLE XIV. Conflicts of Interest

- 1) **Potential or Actual Conflict of Interest**
 - a) The Board may take action involving either a potential conflict of interest or an actual conflict of interest for individual Board members.
 - b) Prior to taking action in an official capacity on any matter involving a potential conflict of interest or an actual conflict of interest for a Board member, the Board member shall publicly announce the nature of the potential or actual conflict of interest. Any Board member having an actual conflict of interest in an action, in addition,
 - i) shall not be present in the room during the deliberations or participate in the deliberations except to answer questions
 - ii) shall not vote on the issue.

Article XV. Amendments

- 1) This Constitution may be amended at any regular election.
- 2) Amendments to the Constitution may be proposed by the Board or by any member of OCTM who submits the proposed amendment to the Board with the signatures of at least 30 members. This provision shall be announced in the first issue of TOMT each year.
- 3) Any proposed amendment received by petition on or before December 1 must be submitted for vote by the membership in the regular election of that year.
- 4) The assent of at least two-thirds of the members voting on the amendment is required for its acceptance. The amendment becomes effective on July 1 following the election at which it was approved.

Article XVI. Dissolution

- 1) If at any time OCTM ceases to carry out the purposes stated in this Constitution, the board can move to present to the membership a proposal for dissolution.
- 2) The assent of at least two-thirds of the members voting on a proposal for dissolution is required.
- 3) In the event of dissolution of this organization, any and all funds and property remaining after outstanding obligations are satisfied shall be transferred to the National Council of Teachers of Mathematics.