

CONSTITUTION AND BYLAWS

of the

LOUISIANA ASSOCIATION OF TEACHERS OF MATHEMATICS

ARTICLE I: NAME AND AFFILIATION

Section 1. The name of this organization shall be the Louisiana Association of Teachers of Mathematics (LATM).

Section 2. This Association shall be an affiliate of the National Council of Teachers of Mathematics (NCTM).

ARTICLE II: PURPOSE

Section 1. The purpose shall be to promote excellence in the teaching and learning of mathematics in Louisiana's schools; to assist other organizations promoting interest in mathematics in Louisiana; to collaborate with other organizations of teachers of mathematics; and to do all other proper things in the furtherance of these purposes.

ARTICLE III: MEMBERSHIP

Section 1. There shall be two types of membership in this Association: namely, active and student.

Section 2. Active membership shall consist of all persons having an expressed interest in the purpose of the organization and who have paid the annual membership dues or lifetime dues of this Association.

Section 3. Student memberships shall be defined as those members who are enrolled as full-time graduate or undergraduate students of higher learning and who have paid the annual student dues of this Association. Student members shall enjoy all the privileges of this Association except those of holding office and chairing committees.

ARTICLE IV: OFFICERS

Section 1. The elected officers of this Association shall be a president-elect, four vice-presidents, a secretary, a parliamentarian, a community relations representative, and a National Council of Teachers of Mathematics representative of the Louisiana Association of Teachers of Mathematics.

Section 2. A treasurer, membership chairman, newsletter editor, and an LATM web site editor will be appointed by the Executive Council. The membership chairman, newsletter editor, and the webpage editor shall serve two-year terms. The treasurer shall serve a 3 year-term.

Section 3. The State Coordinator of the Presidential Award for Mathematics Program will be appointed by the Executive Council. The Coordinator will serve at the pleasure of

the Executive Council per the agreement between LATM and the Louisiana Department of Education to oversee the program using the guidelines established by the national oversight agency and its subcontractors.

Section 4. The president-elect shall serve one year as president-elect, two years as president and one year as past president. All other officers shall serve for a two-year term which begin at the conclusion of the first executive council meeting following the election. An elected Executive Council member shall serve no more than two consecutive full terms in the same position or office.

Section 5. The Executive Council shall constitute the governing body of this Association. Membership on the Council shall be as follows: the officers provided for in Sections 1-3; the State Supervisor(s) of Mathematics; the State Coordinator of the Louisiana Presidential Award for Mathematics Program; and a representative from each of the active, chartered NCTM affiliate groups within the state.

Section 6. Any executive officer who is absent from two or more LATM executive meetings per year, without sending an alternate representative, may be removed from office by a two-thirds vote of the Executive Council.

Section 7. Any executive officer who does not execute the duties of the office may be removed from such office by the Executive Council.

ARTICLE V: ELECTION OF OFFICERS

Section 1. The officers of this Association shall be elected annually in the Fall by a majority of those bona fide members voting.

Section 2. The Executive Council shall have the power to fill any vacancies within its membership occurring after the annual fall election of this Association. In the event of a vacancy in the office of president, the president-elect or past president shall assume the president's duties and responsibilities but shall retain his or her current office.

Section 3. Elected on the odd numbered years are these officers: president-elect, secretary, parliamentarian, and two vice-presidents. Elected on the even numbered years are two vice-presidents, the National Council of Teachers of Mathematics Representative, and the community relations representative.

ARTICLE VI: MEETINGS

Section 1. There shall be at least one meeting of this Association per academic year. The time and place will be determined by the Executive Council.

ARTICLE VII: COMMITTEES

Standing Committees shall be the:

Nominating, Internal Audit, Outstanding Mathematics Teacher, Conference Planning, Leadership Conference Committee, and Carol Meyer Scholarship,

ARTICLE VIII: AMENDMENTS

Section 1. This constitution may be amended by a two-thirds (2/3) majority vote of those bona fide members present and voting at a meeting of this Association. Such amendment(s) will become effective immediately following the close of said meeting.

Section 2. The procedure for presentation of proposed amendment(s) shall be as follows: (a) The proposed amendment(s) in writing and bearing the name(s) of the author(s) and rationale for change shall be submitted to the Executive Council; (b) The proposed amendment(s) shall be published in the LATM newsletter or be mailed to each member at least 30 days prior to the announced meeting of this Association.

ARTICLE IX: DISSOLUTION

Section 1. If, at any time, the Louisiana Association of Teachers of Mathematics shall cease to carry out the purpose as stated in Article II, Section 1, all assets and properties held by the Corporate Organization, whether in trust or otherwise, shall, after payment of its liabilities, be paid over to an organization selected by the Executive Council, 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 as such assets and property shall be applied exclusively for such charitable, scientific and educational programs.

BYLAWS

ARTICLE I: DUTIES OF THE OFFICERS

Section 1. The duties and obligations of the president are:

1. To preside at all executive council and general membership meetings;
2. To appoint all necessary committees in addition to those provided for in this constitution;
3. To see that all accepted policies of the organization are carried out;
4. To serve as an ex-officio member of all committees
5. Be a current member of NCTM;
6. File an annual report of LATM affiliate activities and update officer information with NCTM;
7. Attend and serve as the alternate to the delegate caucus and the delegate assembly at the NCTM annual meeting

Section 2. The duties and obligations of the president-elect and the past-president are:

1. To serve on committees as assigned by the president;
2. In the absence of the president, to serve in that place as asked by the president.
3. Serve on the Nominating Committee;
4. Serve as an ex-officio member of the Conference Planning Committee;
5. Serve as Chair of the Internal Audit Committee.
6. Be a current member of NCTM

Section 3. The duties of the vice-presidents are:

1. Serve on the LATM Outstanding Mathematics Teacher Committee which is comprised of all vice-presidents;
2. Serve on at least one additional committee as needed by the president.
3. Other duties as assigned by the president.

Section 4. The duties of the secretary are:

1. To keep all minutes of all general and executive council meetings;
2. To have these minutes collected and available for reference at all meetings;
3. To attend to such correspondence as the president and/or Executive Council deems necessary.
4. Send minutes of Executive Council and General Membership Meetings to each Executive Council member within 45 days of that meeting.

Section 5: The duties of the treasurer are:

1. To maintain all banking, budgetary, and financial records of this Association;
2. To provide a report of all receipts and disbursements at executive council and general membership meetings;
3. To advise and assist in the preparation of a budget of revenues and expenditures for each fiscal year, which begins on January 1 and ends on December 31 of the same calendar year, for consideration at the fall executive council meeting;

4. To assist the membership chairperson.
5. File 990 EZ form and any other required federal, state, or IRS financial forms including updating records with the Louisiana Secretary of State;
6. Serve as a resource to the Conference Audit Committee;
7. Obtain current guidelines for state travel reimbursement to use in updating LATM Travel Reimbursement policy and forms;
8. Make reimbursements based upon original receipts, with the exception of mileage;
9. Receive and deposit money on behalf of LATM;
10. Report results of External Audit to Executive Council;
11. Pay annual NCTM affiliate dues;

Section 6. The duties of the NCTM Representative are:

1. To promote activities of and membership in the NCTM;
2. To ensure that NCTM educational materials and products are available to members at meetings of LATM;
3. To serve as a liaison between LATM and NCTM by soliciting NCTM proposals from the Executive Council; inform the Executive Council of proposed NCTM resolutions and solicit feedback; attend the Delegate Caucus, the session for NCTM Representatives, and Delegate Assembly at the NCTM Annual Meeting; report to the Delegate Caucus one successful activity of LATM; and report to the Executive Council regarding the activities of the Delegate Assembly;
4. Report to NCTM regarding LATM conference and Executive Council meeting dates;
5. Be a current member of NCTM.

Section 7. The duties of the parliamentarian are:

1. To make rulings on any items in question in accordance with Robert's Rules of Order, Newly Revised;
2. To maintain the archives of this Association.

Section 8. The Executive Council shall meet at times and places upon notice from the president or the majority of the members of the Executive Council as determined by a phone or written poll of said members. A majority of voting members must be present in order to conduct business. The duties of the executive council are:

1. To act as the governing council of this Association;
2. To fill any vacancy occurring in an office as specified in Article IV of the Constitution;
3. To approve the budget and to supervise all expenditures of this Association;
4. To have the power to decide on all council matters not clearly stated in the Constitution and Bylaws of this Association, nor in the Constitution and Bylaws of the National Council of Teachers of Mathematics.
5. Attend Executive Council Meetings as per Article IV Section 5 of the LATM Constitution;

6. Submit names of people to be considered to serve as officers of the Executive Council to the Nominating Committee;
7. Serve on committees as needed by the President;
8. Submit articles to the newsletter as needed by the newsletter editor;
9. Submit names of speakers for consideration by the Conference Program Committee;
10. Actively participate in the planning of the annual LATM Conference;
11. Maintain a current e-mail account and respond in a timely manner to board correspondence.

Section 9. The duties of the newsletter editor are:

1. To publish and disseminate at least three newsletters/bulletins a year;
2. To publish and disseminate necessary notices as directed by the president or the Executive Council;
3. To publish and disseminate proposed amendments to the Constitution and Bylaws of this Association.
4. Gather and request information for the newsletter.
5. Set up an account with a printer and renew bulk mail permit.

Section 10. The duties of the community relations representative are:

1. To report to the general membership and executive council those legislative/governmental proposals and actions related to the purposes of this Association;
2. To provide LATM/NCTM position papers and publications to policy makers on state and local levels as directed by the Executive Council.

Section 11. The duties of the membership chairman are:

1. To maintain current membership information of this Association;
2. To provide membership verification to the members of this Association;
3. To assist the members of the Executive Council and other committees of this Association in dissemination of information to the general membership.
4. Exchange membership lists with NCTM;
5. Maintain accurate database of membership information and provide said database to the newsletter editor.

Section 12. The duties of the web site editor are:

1. To maintain a current, dynamic, and accurate LATM web site.
2. To provide the Executive Council with regular updates regarding revisions and improvements to the web site.

Section 13. The duties of the State Coordinator of the Louisiana Presidential Award for Mathematics Program are:

1. To administer the Presidential Award for Excellence in Mathematics Teaching Program in accordance with policies established by the program's national governing agency and its subcontractors and the LATM Executive Council.

2. To maintain and provide updates to the Executive Council on the process for recruiting nominees and recommending awardees from Louisiana to the national governing agency.
3. To maintain financial records in coordination with the LATM treasurer and provide financial reports to the Executive Council and the national governing agencies and its subcontractors.
4. To maintain a close working relationship with the State Mathematics Coordinator at the Louisiana Department of Education and the State Coordinator of the Louisiana Presidential Award for Science Program to ensure consistency in meeting both national and state guidelines.

Section 14. 1. Identify all school districts served by the Affiliate Group.

2. Establish contact within each school district (ex: director of personnel).
3. Report activities of the affiliate group to LATM and vice versa.
4. Contribute to newsletter (activities of affiliate) and/or Journal (call for articles) on regular basis.
5. Provide assistance with all phases of annual conference.

ARTICLE II: DUES

Section 1. The membership year of this Association shall commence November 1 and terminate October 31.

Section 2. The annual dues for active membership in this Association shall be ten dollars (\$10.00) per membership year, payable to LATM.

Section 3. The annual dues for student membership in this Association shall be five dollars (\$5.00) per membership per year, payable to LATM.

Section 4. Verification of membership bearing the period for which membership is effective shall be issued to each member by the membership chairman.

ARTICLE III: COMMITTEES

Section 1. The President and/or Executive Council shall appoint a conference chair for the proposed conference. The chair shall select appropriate conference committee members.

Section 2. A nominating committee of at least three (3) shall be selected annually by the Executive Council.

ARTICLE IV: AMENDMENT OF BYLAWS

Section 1. The Bylaws may be amended by two-thirds (2/3) majority of the bona fide members

present and voting at a meeting of this Association. Such amendments will become effective immediately following the close of said meeting.

ARTICLE V: PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order Newly Revised shall govern on any point not otherwise covered in the Constitution and the Bylaws of this Association.

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