

Oregon Council of Teachers of Mathematics

CONSTITUTION

Article I. Name

The name of this organization shall be Oregon Council of Teachers of Mathematics, [hereinafter referred to as OCTM](#).

Article II. Objective

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

Article III. Membership

Section 1. All persons interested in the objective of the organization shall be eligible for regular membership.

Section 2. All students who have not taught professionally and who are interested in the objective of the organization shall be eligible for student membership.

Article IV. Affiliation

The Oregon Council of Teachers of Mathematics shall be affiliated with the National Council of Teachers of Mathematics (NCTM). Officers of OCTM are encouraged to be a member of NCTM.

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. [The year of membership shall coincide with the dates of the fiscal year](#).

Article VII. Districts

Section 1. The [Board](#) shall designate no more than twenty-five districts covering the entire state, each

to be represented by one or two Area Representatives as provided herein.

Section 2. One area will include out-of-state members and will be represented by the Vice President.

Article VIII. Officers and Terms of Office

Section 1. Board shall refer to the appointed and elected officers and the Area Representatives.

Section 2. Officers shall refer to appointed and elected officers.

Section 3. Executive Officers shall refer to elected officers.

Section 4. Elected officers of the organization shall be: President, President Elect, Vice President, Secretary, Treasurer, and Treasurer Elect. Nominees for elected office shall be members of the OCTM.

Section 5. President Elect, Vice President, Treasurer Elect, and Secretary shall begin their terms of office **on July 1st of the year they were elected.** The President Elect shall begin **his/her** term of office as President the same time as the Vice President with whom **he/she is** to serve.

Section 6. **The Treasurer Elect shall begin his/her one-year training period on July 1 of the year he/she is elected, and assume duties of Treasurer at the beginning of the following fiscal year.**

Section 7. All elected officers shall serve for a period of two years except the President Elect and the Treasurer Elect, both of whom shall serve for one year.

Section 8. Following **his/her** term as President, the President shall serve one year as Past President.

Section 9. Appointed officers of the organization shall be: the Editor(s) of the official OCTM **journal**, NCTM Representative, **Recognition Chairperson**, **Membership Chairperson**, **Scholarship Chairperson**, **Northwest Math Conference Chairperson**, **Professional Development Cadre Chairperson**, **Oregon Mathematics Leadership Conference Chairperson(s)**, **Contests Chairperson**, **Historian**, **Oregon Math Education Council Representative**, **Teachers of Teachers of Mathematics Representative**, **Webmaster**, and **Area Representatives**. Other positions may be appointed by the President as needed. Elected officers and appointed officers shall be called Officers. Changes to these appointed positions may be made at the President's discretion.

Section 10. **The Oregon Mathematics Teacher (TOMT) is the official journal of OCTM.**

Section 11. Appointed officers shall serve for a period of two years except Area Representatives who shall serve for three years.

Section 12. The terms of office of **Recognition Chairperson**, **one of the Editors**, and **Membership Chairperson** shall begin the same time as that of **President Elect**. The terms of all other appointed officers shall coincide with that of **President**.

Section 13. **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.

Section 14. The State Mathematics [Assessment Specialist](#) and the State Mathematics Curriculum [Specialist](#) are invited to serve as OCTM Officers and members of the Board.

Section 15. If any officer shall miss three consecutive regular meetings of the Board, that office shall be automatically vacant. The vacancy shall be filled as provided herein.

Section 16. Motions that have been passed shall become policies of OCTM, except those that concern budgets and minutes.

Article IX. Duties of Officers

Section 1. The President shall call meetings of the Board, implement directives of the Board, guide and direct the program of the organization, nominate all appointed officers for approval by the Board, act at his/her 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.

Section 2. The President Elect shall serve as an aide to the President, preside as parliamentarian and timekeeper during Board meetings, work on statewide communication and publicity, and work with the President.

Section 3. The Past President 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.

Section 4. The Vice President shall assume the duties of President during his/her 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, President Elect or Past President shall be in charge of the Nominations Committee and the election process.

Section 5. 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.

Section 6. Treasurer shall be responsible for collection and payment of funds, maintain the financial records of the organization, train the incoming Treasurer Elect from the time of his/her election until he/she assumes office as Treasurer, prepare, with the assistance of the Budget Committee, the annual budget, obtain the biennial review, prepare the annual financial report for each year he/she is in office, and file the annual tax return. Treasurer shall chair the Budget Committee.

Section 7. The Membership Chairperson shall keep a record of membership, maintain mailing lists and coordinate mailings.

Section 8. 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](#).

Section 9. The [Editor\(s\)](#) of [TOMT](#) shall be [responsible for all aspects of publishing the professional journal](#).

Section 10. The [NCTM Representative](#) shall serve as liaison with the [NCTM](#).

Section 11. The [Recognition Chairperson](#) shall be in charge of [OCTM recognition including Math Education awards, Presidential Awards for Excellence in Math and Science Teaching](#), and serve as chairperson of the [Recognition Committee](#).

Section 12. The [Oregon Department of Education Mathematics Specialists](#) shall be invited to serve on the [OCTM Board](#) as liaisons with the Oregon Department of Education.

Section 13. The instructional level representatives are to serve as representatives for their levels of instruction on the [Board](#).

Section 14. The duties of other [Officers](#) shall be defined in the [Procedures Manual](#).

Article X. Elections and Vacancies

Section 1. The annual election of officers shall be held prior to the last [Board meeting](#) of the fiscal year.

Section 2. The [Vice President](#) and [Secretary](#) shall be elected in odd-numbered years; the [President Elect](#) and [Treasurer Elect](#) shall be elected in even-numbered years.

Section 3. The [President](#) shall appoint a nominating committee of at least three members. 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. Additional nominations may be made by the committee.

The list of candidates shall be complete by [December 1](#). At least two nominations shall be made for each office to be filled. No member shall be nominated for more than one office in an election.

Section 4. If a special election is necessary, the election procedure shall be set by the [Board](#).

Section 5. No member shall hold two elected offices simultaneously.

Section 6. All elections shall be by ballot.

Section 7. 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.

Section 8. A plurality of all votes cast shall constitute the election of a candidate to office.

Section 9. When the office of President is vacated prior to the end of a term, the office shall be assumed by the Vice President. If the office of the President Elect is vacated, the vacancy shall be filled by a special election. In the event that an elected officer assumed another elected office, a special election shall be held to fill the vacancy left.

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. In the case of a vacancy in an appointed office, the President shall nominate a replacement for approval by the Board.

An officer who has assumed a vacated position shall serve out the remainder of the term of the officer who was replaced.

Article XI. Committees

Section 1. 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.

Section 2. 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. Special meetings may be called at the discretion of the President. The duties of the Board shall be to implement provisions of the Constitution, to establish OCTM policy, act in an advisory capacity to the President and other members of the Board, approve appointments proposed by the President, and approve the annual budget.

Section 3. Budget Committee: The Budget Committee, chaired by the Treasurer, shall meet at least once a year to develop the budget for the next fiscal year and to update the long-term budget. Minutes shall be kept of the budgetary decisions and rationale.

Section 4. Recognition Committee: The chairperson shall be the Recognition Chairperson. Remaining members shall be appointed by the Chairperson. The Recognition Committee shall be responsible for reviewing nominations and voting of OCTM Math Education Awards during the spring Board meeting.

Section 5. Scholarship Committee: The Scholarship Committee shall be responsible for advertising and making decisions concerning OCTM-sponsored scholarships.

Section 6. Nominating Committee: The Nominating Committee, chaired by the Vice President, shall perform duties according to Article X, Section 3.

Article XII. Finance

Section 1. The annual budget for the next year shall be submitted for approval to the Board at its last meeting of the current fiscal year.

Section 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.

Section 3. Financial records for each year shall be preserved for at least three years following the conclusion of that year.

Section 4. All funds spent on expense accounts shall be accounted for to the [Treasurer](#) [prior to](#) July 10 for the year [just completed](#).

Section 5. The outgoing [Treasurer](#) shall turn over all financial records within one month of the date on which the new [Treasurer](#) assumes office.

Section 6. The [Treasurer](#) shall submit the financial records for review at the end of each odd-numbered year.

Section 7. [Monitoring of all accounts shall be done by both the Treasurer and the President on a quarterly basis.](#)

Section 8. The annual financial report shall be presented at the first meeting of the year. The biennial review shall be submitted by the [Treasurer](#) to the [Board by the fall Board meeting](#) of the following year.

Section 9. In the event of dissolution of this organization, any and all funds remaining after outstanding obligations are satisfied [shall](#) be transferred to the National Council of Teachers of Mathematics.

Section 10. 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 [Executive Officers](#).

Article XIII. Amendments

Section 1. This [Constitution](#) may be amended at any regular election.

Section 2. Amendments to the [Constitution](#) may be proposed by the Board or by any member of the 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.

Section 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.

Section 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.