

Bylaws of the Vermont Council of Teachers of Mathematics (VCTM)

ARTICLE I – MEMBERSHIP & DUES

Section 1

- a) Regular Membership. The annual dues for regular membership in the Vermont Council of Teachers of Mathematics (VCTM) will be established at the Annual Meeting and a portion of those dues will cover the Association of Teachers of Mathematics of New England (ATMNE) per capita assessment for ATMNE section membership. These dues will be in effect as of January 1 of the following year.
- b) Student Membership. The annual dues for student membership in VCTM are one-half the regular dues.
- c) NCTM Membership. All members of VCTM are encouraged to become members of the National Council of Teachers of Mathematics (NCTM).

Section 2

Fiscal Year. The fiscal year of the VCTM shall be from January 1 through December 31. Dues of new members paid on or after September 1 shall be credited to the following year.

Section 3

Membership Rights. A member has certain rights, which are defined or implied by the use of the terms “member,” “regular member” or “student member” in the Constitution or Bylaws.

- a) All members receive all VCTM publications.
- b) All members receive publications of ATMNE
- c) Any member whose dues are in arrears shall lose his/her membership rights.

ARTICLE II – OFFICERS

Section 1

Eligibility. Any regular member is eligible to hold office.

Section 2

The Officers of VCTM shall be a President, a President-Elect/Past President, Secretary and a Treasurer.

Section 3

Term of Office.

- a) The President-elect shall be elected in even years and shall serve a one-year term.
- b) The President shall serve a two-year term, beginning in an odd year.
- c) The Past President shall serve a one-year term, beginning in the odd year immediately following his/her Presidency.
- d) The Secretary and Treasurer will be elected for a two-year term; Secretary will be elected in even years and Treasurer in odd years.

Section 4

Election. The Officers of the Council shall be elected by a majority of the regular and student members voting at the annual meeting. Before the election at the annual meeting, additional nominations shall be accepted from the floor.

ARTICLE III – REPRESENTATIVES

Section 1

Eligibility and Election. The eligibility and election procedure shall be the same as for officers.

Section 2

Representation.

- a) There shall be at least one Zone Representative representing each VCTM Zone. Each Zone is entitled to one Zone Representative for every forty regular members.
- b) There shall be a VCTM representative from higher education within Vermont.
- c) There shall be a VCTM representative to ATMNE, and a VCTM representative to NCTM.

Section 3

Conference Program Committee. The Conference Program Committee shall consist of three members drawn from the regular members. It shall consist of the Chair, Past Chair, and Assistant Chair (aka: Chair Elect).

Section 4

Term of Office

- a) Zone Representatives shall serve a two-year term. They shall be elected from even zones in odd numbered years and from odd zones in even numbered years.
- b) The ATMNE Representative shall serve a two-year term and be elected in even years.
- c) The NCTM Representative shall serve a two year term and be elected in odd years.
- d) The representative from higher education will serve a two year term and be elected in odd years.

ARTICLE IV – BOARD OF DIRECTORS (“Board”)

Section 1

The Officers and elected representatives shall constitute the VCTM Board of Directors, which is responsible for the activities of the Council. The Board shall appoint members to fill vacancies of the Board whenever they occur. If the duties of the appointed individual are expected to continue beyond the Annual Meeting, there shall be a special election to his/her office at the annual meeting. In the case of an appointment to the office of President-elect, there shall be a special election to the presidency at the next annual meeting. The Agency of Education Liaison, Newsletter Editor, Membership Chairperson, and Webmaster shall be invited for liaison purposes to attend all meetings of the Board of Directors.

Section 2

The Board shall meet at least four times each year, which may include virtual meetings. A voting member of the Board may designate a substitute to Board meetings if s/he cannot be present. Voting members in attendance may cast one vote per motion. A quorum shall consist of those voting Board members or substitutes present. Voting board members are those holding elected positions (President, president elect, past-president, Secretary, Treasurer, Zone Representatives, ATMNE Representative, NCTM Representative, and higher education Representative), and are expected to regularly attend board meetings.

ARTICLE V – COMMITTEES

Section 1

Executive Committee. The Officers shall constitute the Executive Committee of the Council, which shall act for the Board of Directors when the Board is not in session. The President, or any two members of the Executive Committee, may call a meeting of the Executive Committee or Board of Directors.

Section 2

Nominating Committee. Prior to March 1 of each year, the President shall appoint a nominating committee of three members, each representing a different zone, and shall appoint one of these members to serve as chairperson. The function of this committee shall be to prepare a slate of officers, directors, and elective representatives for the following year and report its recommendations to the membership at least two weeks prior to the Annual Meeting.

Section 3

Other Committees. The President, with prior approval of the Board of Directors, shall appoint the Newsletter Editor, Membership Chairperson, Webmaster and special committees deemed necessary.

ARTICLE VI – DUTIES OF OFFICERS

The duties of the officers shall include the following, with additional detail to be found in the ‘Humble Checklists’ posted on the VCTM website:

- a) President – The President shall preside at all business meetings and meetings of the Board of Directors. Robert’s Rules of Order shall provide a basis for business meetings. The President shall perform any duties related to the office.
- b) President-elect – The President-elect shall assist the President. S/he shall assume the duties of the President in his/her absence.
- c) Past President – The Past President shall assist the President. S/he shall assume the duties of the President-elect in his/her absence.
- d) Secretary – The Secretary shall perform the usual duties of the office including the keeping of minutes.
- e) Treasurer – The Treasurer shall perform the usual duties of the office, including keeping a record of all monies collected and expended, and preparing a budget proposal for the following year.

ARTICLE VII – AMENDMENTS

The procedure for amendments of these by-laws shall be:

- a) proposed amendments may be submitted to the Board of Directors at any time;
- b) with the approval of the Board of Directors, proposed amendments shall be submitted to all VCTM members at least two weeks prior to the Annual Meeting of the Council;
- c) the amendment shall be effective immediately upon approval of the two-thirds majority of those members present at the Annual Meeting of the Council.