

# ILLINOIS COUNCIL OF TEACHERS OF MATHEMATICS

## CONSTITUTION AND BYLAWS

October 19, 2019

### **Article I Name**

This organization shall be called the Illinois Council of Teachers of Mathematics, Incorporated (ICTM), hereinafter referred to as the Council. The Council is incorporated under the general Not For Profit Corporation Act of the State of Illinois.

### **Article II Mission/Vision/Purposes/Priorities**

#### **Mission:**

Illinois Council of Teachers of Mathematics is a community of Early Childhood (EC) through Post-graduate (EC-20) educators promoting equitable, high quality mathematics teaching and learning through leadership, collaboration, advocacy and professional development.

#### **Vision:**

The Illinois Council of Teachers of Mathematics is the state leader in mathematics education. ICTM is committed to sound pedagogy, teacher collaboration, and professional development, ensuring student achievement through engagement in meaningful and rigorous instruction. As a respected leader in mathematics education at the school, district, state, and national levels, ICTM serves as a collaborative partner to promote the achievement of every student.

#### **Purposes:**

The purposes of the Council shall be to encourage active interest in all areas of mathematics and mathematics education, to enhance the teaching and learning of mathematics and the role of mathematics in other disciplines, to promote research in the teaching and learning of mathematics, and to provide opportunities for the exchange of views regarding the teaching and learning of mathematics.

#### **Priorities:**

**Advocacy:** Engage in public and political advocacy to focus policymakers and education decision makers on improving learning and teaching mathematics.

**Communication:** Provide forums for communication about curriculum, instruction and assessment (e.g. publications, listserv, webinars, and conferences).

**Curriculum, instruction, and assessment:** Offer guidance and resources for developing and implementing mathematics curriculum, instruction and assessment that are coherent, focused, well-articulated, and consistent with research in the field, and focused on increasing student learning.

**Equity:** Improve opportunities and outcomes in mathematics for all students, creating a culture of equity in which everyone is empowered to do mathematics. Ensure that every student in every classroom has access to: effective teachers (teachers that use best practices); and rigorous curriculum for all.

**Professional Development:** Provide professional development to all stakeholders to help ensure all students receive the highest quality mathematics education.

**Recognition:** Recognize excellent teachers and students of mathematics and their accomplishments.

**Research:** Ensure that sound research is integrated into all activities of the Council.

**Student Opportunities:** Provide student opportunities (e.g. scholarships, contests, etc.).

**Support:** Promote and support the profession.

## **ARTICLE III Membership**

### **Section 1. Eligibility**

Any person or institution subscribing to the Purposes of the Council shall be eligible for membership in the Council.

### **Section 2. Members**

#### **a. Regular Member**

Persons qualified to be Regular Members are those who subscribe to the Purposes of the Council.

#### **b. Student Member**

Persons qualified to be Student Members are those individuals registered in an educational institution who have not taught professionally and who are interested in learning more about the Purposes of the Council.

**c. Institutional Member**

Institutions qualified to be Institutional Members are those which subscribe to the Purposes of the Council.

**d. Distinguished Life Members**

Distinguished Life Members shall be those persons who have received the Distinguished Life Member Award from the Council. They shall be entitled to all rights and benefits afforded Regular Members.

**e. Retired Member**

Retired Members shall be those who have retired from the teaching profession and who make this information known to the Treasurer when applying for membership renewal. Retired Members shall be entitled to all benefits afforded Regular Members.

**Section 3. Voting**

Every Regular Member, every Distinguished Life Member, every Retired Member, and every Student Member of the Council shall be entitled to vote in any election held by the Council.

**Section 4. Dues**

The amount of dues for members of the Council shall be set by the Governing Board (hereinafter referred to as the Board).

**ARTICLE IV  
Annual Business Meeting**

The Council shall hold an annual business meeting. Advance notice of the meeting shall be given on the ICTM website or other official publication of the Council.

**ARTICLE V  
Governing Board**

**Section 1. Membership**

There shall be sixteen (16) voting members on the Governing Board. There shall be the President, President-Elect or Past President, Treasurer, Secretary, the Executive Director, and eleven (11) directors.

**Section 2. Officers**

The officers of the Council shall be the President, President-Elect or Past President, Treasurer, and Secretary.

### **Section 3. Directors**

There shall be eleven (11) Directors of the Board as follows: EC-6, two members (2); 5-8, two members (2); 9-12, two members (2); Community College and/or University, two members (2); and Director At-Large, three members (3).

### **Section 4. Eligibility**

Current members of the Council shall be eligible to be nominees for the offices of President-Elect and Director and appointees to the offices of Treasurer and Secretary provided they have been members of the Council for at least three years prior to election or appointment.

Nominees for Director, other than Director At-Large, must be teaching at or retired from the grade level designation of their office, except that nominees for Director PreK-6 and Director 5-8 may be in a supervisory role for these grade levels. No member of the Council may hold more than one office concurrently.

### **Section 5. Election and Tenure of Office**

#### **a. Annual Election**

The annual election shall be made by mail or electronic ballot during the period March 15 through April 15. Official ballots listing the nominees for President-Elect (in appropriate years) and those Directors to be elected shall be available for electronic vote or (upon request) postal ballot during the one-month election period. The Secretary of the Council with two Council members approved by the Executive Board shall have the joint responsibility of making the official count and of reporting the results to the President of the Council, in writing, within ten days of the close of the election. Should one of those named be a candidate for an office, the President shall appoint a member of the Board who is not a candidate to serve in the candidate's stead on the committee. In the event of a tie for an office, those making the count shall use a fair, random process to determine the candidate to be declared elected. The results of the election shall be announced by the President of the Council in the spring, immediately following the election. All those elected in the Annual Election shall assume the duties of their respective offices immediately after the adjournment of the Annual Business Meeting of the Council.

#### **b. Directors**

Directors of the Board shall be elected by the members of the Council by a plurality of votes cast in the Annual Election. One Director Early Childhood(EC)-6, one Director 9-12, and one Director At-Large shall be elected in the years that are a multiple of three, plus two. One Director Community College/University, one Director 5-8, and one Director At-Large shall be elected in the years that are a multiple of three. One Director EC-6, the other Director of Community College/University, and one Director At-Large shall be elected in the years that are a multiple of three, plus one. The Directors shall serve for a period of three years or until their successors take office.

#### **c. President-Elect**

The President-Elect shall be elected by the members of the Council by a plurality of votes cast

in the Annual Election, in even-numbered years. The President-Elect shall serve for a term of one year or until a successor takes office.

**d. President**

Upon completion of one year as President-Elect, that person shall become President and shall serve for a term of two years or until a successor takes office.

**e. Past President**

The Past President shall serve as an Advisor to the Board and shall be the chairman of the Nominations Committee. The Past President shall serve for a term of one year.

**f. Treasurer**

The Treasurer shall be appointed by the Board prior to the annual Business Meeting, shall assume office on the first day of the fiscal year, or on a date agreed upon by the Board of Directors and shall serve for a term of three years or until a successor takes office.

**g. Board Chair**

The Board Chair shall be elected at the last scheduled regular Meeting of the Board preceding July 1. The Directors with terms following the next Annual Business Meeting of the Council shall be the only members eligible to serve as chair. Elections shall be by secret ballot. The Chair shall assume the duties of the office immediately after the adjournment of the Annual Business Meeting of the Council and shall serve for a term of one year or until a successor takes office.

**h. Secretary**

The Secretary shall be appointed by the President of the Board with the approval of the Board to serve during the President's tenure of office or until a successor takes office.

**i. Vacancies**

All vacancies of the Board, officers or directors, shall be filled by the President with the approval of the Board. A member so chosen shall serve for the remainder of the unexpired term and be eligible for succession.

**Section 6. Duties**

**a. Governing Board**

The Board shall have general supervision of activities of the Council, shall authorize the expenditure or investment of funds, shall set the amount of dues for members of the Council, shall have the Treasurer bonded to an amount equal to the anticipated funds for the fiscal year, shall approve the program for the Annual Meeting, shall establish standing committees as specified in the Bylaws and ad hoc committees as needed, shall appoint one of its members as representative to the National Council of Teachers of Mathematics and one to the National Council of Supervisors of Mathematics and shall fill vacancies which may arise on the Board.

**b. Board Chair**

The Board Chair shall preside at all regular and special meetings of the Board and shall be

responsible for all internal correspondence necessary to carry out the duties of the Board. In the event the Board Chair cannot preside at a meeting of the Board, he or she shall notify the President and a Chairman *pro tem* shall be elected from the members of the Board present at the meeting.

**c. President**

The President shall preside at all general meetings of the Council, shall be responsible for all external correspondence, shall be the official representative of the Council, shall be the official delegate of the Council to the Delegate Assembly of the National Council of Teachers of Mathematics, and shall be an ex-officio member of all committees.

**d. President-Elect**

The President-Elect shall assist the President, act for the President in the latter's absence, and serve as official representative of the Council when requested to do so by the President.

**e. Past President**

The Past President shall serve as an advisor to the Board and shall be the chairman of the Nominations Committee.

**f. Treasurer**

The Treasurer shall be responsible, with the Membership Chair, for seeing that a record is kept of all members and their addresses and shall make it available to members of the Board and committee chairmen as needed, shall review all dues and other income, shall pay routine bills provided for by the annual budget and other bills as approved by the Board, shall keep the financial record of the Council, and deposit all funds of the Council in depositories which are insured by the Federal Government in the amount of or in excess of the amount deposited, shall deposit all funds of the Council in accounts whose title shall be the same as the name of the Council, and shall submit the financial record for audit at the close of each calendar year.

**g. Secretary**

The Secretary shall record the minutes of all the proceedings of the Council and the Board, shall supply copies of these minutes to the Board and to the Historian, shall verify the ballots from the Annual Election, shall participate in the official count of ballots and report the results of the election to the President, and shall perform other duties relative to the duties of the Board as may be specified by the Board Chair.

**Section 7. Nominations**

Nominations of Officers and Directors shall be made by the Nominations Committee appointed by the Board. The Nominations Committee shall submit to the Council the names of at least two nominees for each office to be filled. Members of the Council may provide names of nominees or self-nominations to the Nominations Committee. The Nominations Committee is responsible for creating a process to accept nominations from the membership.

## **Section 8. Board Meetings**

### **a. Committee Assignments**

At the last scheduled Regular Meeting of the Board prior to July 1, and following the announcement of the results of the Annual Election, the President-Elect (in even-numbered years) or the President (in odd-numbered years) shall appoint, in consultation with the incoming Board members and with the approval of the current Board, the committee chairs for the following year.

### **b. Regular Meeting**

The Board shall have at least three Regular Meetings throughout the year.

### **c. Special Meetings**

Special Meetings of the Board may be called by the Board Chair at the request of a majority vote of the Board.

## **Section 9. Quorum**

Nine (9) voting members of the board shall constitute a quorum.

## **Section 10. Executive Board**

There shall be an Executive Board made up of the President, Past President or President-Elect, Executive Director, Treasurer, Secretary, and Board Chair. This committee may meet at the call of the President to take action on matters requiring immediate decision between Board meetings and prepare the agenda for Board meetings.

## **ARTICLE VI Historian**

The Historian, appointed by the Board for a term of three years, shall maintain a record of annual meetings, treasurer's and auditor's reports, minutes, and any other important materials pertaining to the Council, to include official publications of the Council and all written reports presented to the Board or Council.

## **ARTICLE VII Standing Committees**

### **Section 1. Program**

The Chairman of the Program Committee shall be appointed by the President for a term of one year. The Program Committee shall consist of the Chairman and at least five additional members, one from each level of instruction designated for Directors. The Program Committee shall be appointed by its chairman, with the approval of the Board; these six (6) members shall be members of the Council. The Program Committee, assisted by other persons as needed, shall prepare and have charge of the program of the Annual Meeting of

the Council.

## **Section 2. Budget**

The Budget Committee, appointed by the Board, shall prepare an annual budget of anticipated income and expenses for the next fiscal year to be presented to the Board for approval. The Treasurer shall be an ex-officio member of the Budget Committee. All members of the committee shall be members of the Council.

## **Section 3. Official Journal: The Illinois Mathematics Teacher**

The Editor(s) of the IMT shall be appointed by the Board and shall serve a term of three (3) years. The Editor(s) shall be responsible for the editing and publishing of The Illinois Mathematics Teacher. All Editor(s) shall be members of the Council.

## **Section 4. Official Newsletter: The Bulletin**

The Board shall appoint the Editor(s) of the official newsletter, The Bulletin, of the Council for a term of three (3) years. All Editor(s) shall be members of the Council.

## **Section 5. Nominations**

The Board shall appoint, for a term of one year, the Nominations Committee Chair. Members of the committee shall be appointed by its chairman, with the approval of the Board, for a term of one year. The committee shall include at least one member to represent each of the levels of instruction from which the nominations are to be made. The committee shall nominate at least two candidates for each office to be filled and shall provide for the preparation of an electronic ballot along with postal ballots as requested and inform the members of the Council. All members of the committee shall be members of the Council.

## **Section 6. Membership**

The Board shall appoint a Director as membership liaison.

## **Section 7. Affiliations**

The Affiliations Committee, appointed by the Board for a term of one year, shall be responsible for maintaining records pertaining to affiliated groups of the Council, shall maintain contact, shall provide each group with an annual report form to be filed with the committee, and shall inform other eligible groups of affiliation availability. All members of the committee shall be members of the Council.

## **Section 8. Audit**

The Board shall appoint, for a term of one year, at least two regular members of the Council to serve as the Audit Committee. The committee shall examine the financial records maintained by the Treasurer at the close of the calendar year and at any other time, as needed, and shall submit a statement of financial condition to the Board following any such audit.

## **Section 9. Resolutions**

The Board shall appoint a member of the Council to serve as chairman of the Resolutions Committee for a term of one year. The chairman may appoint other members as needed, with Board approval. This committee shall prepare resolutions to be submitted for presentation to the Delegate Assembly of the National Council of Teachers of Mathematics.

## **Section 10. Awards**

The Awards Committee, appointed annually by the Board, shall present to the Board a list of nominees for each award. The Board, upon the recommendation of the committee, shall make the final selections.

Each nominee must have a minimum of five years of experience in mathematics education in Illinois (except for the New Teacher of Mathematics Award); participate in professional activities, represent the profession with enthusiasm to students, teachers, parents and other stakeholders; provide leadership for and influence others toward mathematics education; show continued growth as a mathematics teacher:

- a. Elementary Mathematics Teaching Award  
Current assignment must be at the PreK-6 level in an elementary center and must include time teaching mathematics.
- b. Middle School Mathematics Teaching Award  
Current teaching assignment must be at the 5-9 level in a middle school/junior high center and must include time teaching mathematics.
- c. T. E. Rine Secondary Mathematics Teaching Award  
Current assignment must be at the 9-12 level in a high school center and must include at least 50% time teaching mathematics.
- d. Post-Secondary Mathematics Teaching Award  
Current assignment must be at the post-secondary level and must include at least 50% time teaching mathematics at a post-secondary institution.
- e. Lee E. Yunker Mathematics Leadership Award

Current assignment also prohibits eligibility for other ICTM awards, must involve providing resources to mathematics teachers, and must involve a significant amount of time involved with mathematics.

f. Max Beberman Mathematics Educator Award

Current assignment must involve the preparation of mathematics teachers, the design and development of curriculum, educational research, or other activities of educational value; nominee must have performed outstanding service in the field of mathematics education by providing leadership to professional organizations at the state and/or national level or have made outstanding contributions to research in mathematics education either by carrying out research or by directing the research of others, and must have at least three publications in mathematics education.

g. Distinguished Life Achievement in Mathematics Award

Nominee must be retired or near retirement and nominee's career must have demonstrated distinguished and honorable service to mathematics education.

h. Illinois Promising New Teacher

Nominee must have been teaching full time for less than five years and current assignment must include time teaching mathematics.

i. Fred Flener Award: Engaging Students in Math Beyond the Classroom

Nominee should be a current or retired mathematics teacher and should have fostered students' learning of mathematics outside of the classroom. Nominees should have also provided leadership for and influences others toward creating and improving opportunities for students to do mathematics outside of the classroom.

## **Section 11. Contest Committee**

The Chair of the Contest Committee shall be appointed by the Board from the membership. The Chair shall be appointed to a three-year term in advance. The term will begin at the conclusion of the committee meeting following the state finals of years divisible by three.

Members of the committee shall be appointed by the Board for a term of three years. Terms shall be staggered. In addition, a member of the Board shall be appointed annually as a member of the Contest Committee to serve as a liaison. Terms will begin at the conclusion of the committee meeting following the state finals.

The Contest Committee shall be responsible for conducting the Annual ICTM State High School Mathematics Contest. The committee shall annually submit its adopted budget for the operation of the Contest to the Board.

The Contest Committee may establish subcommittees as needed. All members of the committee shall be members of the Council.

## **Section 12. Scholarship Committee**

The Scholarship Committee shall be responsible for all scholarships awarded by the Council. The committee shall develop guidelines for awarding any scholarship authorized by the Board. These guidelines shall be approved by the Board. The Scholarship Committee shall be appointed annually by the Board. The committee shall include the Treasurer of the Council and one member of the Executive Committee. The Scholarship Committee shall present to the Board a list of names of nominees for the scholarship awards. The Board, upon the recommendation of the committee, shall make the final selections.

## **ARTICLE VIII Parliamentary Authority**

The rules contained in Robert's Rules of Order Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

## **ARTICLE IX Affiliated Groups**

Any organized group of teachers of mathematics, or any organized group of individuals preparing to become teachers of mathematics, or any organized group of individuals interested in the teaching of mathematics or related disciplines may petition the Board to become affiliated with the Council. The Board shall specify the conditions under which such an affiliation may take place. An Affiliate group shall be entitled to send one delegate to each Board meeting of the Council. This delegate shall have voice, but no vote, on the Board.

## **ARTICLE X Dissolution of the Council**

If, at any time, the Council shall cease to carry out the Mission and Vision as herein stated, all assets and property held by it, whether in trust or otherwise, shall, after payment of its liabilities, be paid over to an organization, selected by the final Board of the 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 such assets and property shall be applied exclusively for such charitable, scientific, and educational programs.

## **ARTICLE XI**

## **Amendment to the Bylaws**

The Bylaws of the Council may be amended by the following process:

1. the amendment has been submitted to the Board,
2. notice of the proposed amendment has been disseminated to ICTM members (i.e., ICTM listserve and on the ICTM Website) at least one week prior to voting so every member of the Council has had an opportunity to review the amendments before the vote,
3. the proposed amendment has been approved by a majority of the members voting by either an in person vote at the annual meeting or an electronic vote.

### **ARTICLE XII Executive Director**

The Board may appoint an Executive Director to aid in the planning, organization and execution of the various activities of ICTM. The term of the Executive Director shall not exceed two years; however, an Executive Director may be reappointed by the Board. The duties of the remuneration of the Executive Director shall be determined by the Board.

### **ARTICLE XIII Awards Director**

The Board may appoint Awards Co-Directors to aid in the planning, organization, and execution of the awards programs of ICTM. The terms of the Awards Co-Directors shall be for three years and reappointment is permissible. Their terms should overlap. The duties of the Awards Co-Directors shall be determined by the Board.

The Awards Co-Directors shall report to the President. These persons shall coordinate the Award Committees of ICTM. The Awards Co-Directors shall perform additional duties as requested by the President or the Board.

### **ARTICLE XIV Government Relations Officer**

The Board may appoint a Government Relations Officer to aid in the obtaining and dissemination of information regarding governmental issues. The term of the Government Relations Officer shall be determined by the Board.

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