

Constitution of Hillsborough County, Florida Elementary Mathematics Council

Article I. Name

The name of this organization shall be Hillsborough County Florida Elementary Mathematics Council.

Article II. Purpose

The purpose of this organization shall be the following:

1. To promote better mathematics instruction at the elementary level by:
 - a. Publishing and disseminating pertinent materials that will enable teachers to become aware of new ideas and new teaching techniques.
 - b. Giving teachers the opportunity to be exposed to resource people and resource material.
2. To promote and effect research and experimentation for the improvement of the mathematics curriculum.
3. To offer members an opportunity to act as a professional group in matters pertaining to mathematics.

Article III. Membership

The membership is open to any individual who is interested in promoting mathematics instruction at the elementary level.

Article IV. Officers

Section 1. Elective Officers

The elective officers shall be a President, President-Elect, Recording Secretary, Corresponding Secretary, Treasurer, Historian and an NCTM Representative.

Section 2. The Executive Board

The Executive Board shall consist of the elected officers, the immediate past president, an Executive Coordinator selected by the Executive Board, and any additional people appointed by the president.

Section 3. Vacancies

In case of a vacancy in an elected office, the Executive Board will appoint a council member to fill the vacancy. In case of a vacancy in the office of President, the President-Elect will assume the office and the Executive Board will determine whether a special election would be called to fill the vacancy for President-elect.

Article V. Meetings

There shall be at least two (2) meetings of this organization during each year.

Article VI. Amendments

This constitution may be amended at any regular meeting of the organization by a two-thirds vote of the members present providing (a) the amendment has been presented in writing at least 15 days prior to the voting, and (b) at least one-half of the members are present. If one-half of the members are not present, balloting shall be done by mail.

Article VII. Dissolution Clause

Upon the dissolution of the organization, the Executive Board shall first pay any and all outstanding debts that may have been incurred. If there are then excess funds, the Executive Board shall decide on the distribution of such excess funds, the Executive Board shall decide on the distribution of such excess funds to a mathematics education organization. (eg. FCTM, NCTM, **HCEMC Grant Budget**)

BY-LAWS

Article I. Elections, Duties of Officers, and Term of Office

Section 1. Elections

1. Not later than May 1, the president with the advice of the Executive Board shall appoint a nominating committee composed of 3 members of the organization and one member of the Executive Board. No two members of the nominating committee shall be from the same school. The nominating committee shall propose the name of at least one, preferably two or more, members as candidates for each elective office.
2. Any council member wishing to be considered as a candidate for office should submit their name and choice of office in writing to the nominating committee.

3. The secretary shall prepare the ballot including the names proposed by the nominating committee as well as a space for write-in candidates. The ballots shall be mailed no later than May 20 to each member. All ballots shall be due within two (2) weeks of mailing date. Only those ballots received by due date will be counted by the Executive Board.
4. Candidates receiving a majority of the votes cast will be elected.

Section 2: Duties

The following duties of the members of the Executive Board shall be as follows:

1. President
 - a. To preside at the meetings of the organization and of the Executive Board.
 - b. To administer the affairs of the organization.
2. President-Elect
 - a. To assume the office of the President upon the completion of the President's term of office.
 - b. To assume the duties of the President in the absence of the President.
 - c. To assist in the administration of the organization.
 - d. To be in charge of the program for each regular meeting.
3. Recording Secretary
 - a. To keep an accurate record of the meetings.
 - b. To prepare reports of all Executive Board meetings and distribute these reports to all members of the Board within two weeks of each meeting.
4. Corresponding Secretary
 - a. To notify all members of the meetings.
 - b. To prepare and mail election ballots.
 - c. To maintain a roster of the membership of the organization. ***Roster of membership may encompass the entire school, rather than names of individual teacher members.**
 - d. To maintain all correspondence for the organization.
5. Treasurer
 - a. To be in charge of all receipts and disbursements of the organization and to keep an accurate record of same.
 - b. To give the organization an annual report, a membership report, and any other reports as requested by the President.
 - c. To present all records and accounts for audit as directed by Executive Board.

6. NCTM Representative
 - a. To promote membership in the NCTM
 - b. To advertise NCTM activities:
 - i. Announce future NCTM meetings
 - ii. Advertise the publications
 - iii. Announce other NCTM activities/projects
 - c. To stimulate publicity for the NCTM and teaching of mathematics in Hillsborough County, Florida.

7. Executive Coordinator
 - a. To help coordinate the activities of the organization.
 - b. To act as an advisor to the Executive Board.
 - c. To act as a liaison between the organization and the county department of elementary education.

8. Historian
 - a. To keep a scrapbook depicting HCEMC activities.
 - b. To arrange for photographs or slides to be taken of HCEMC projects.
 - c. To display HCEMC photographs of materials at general meetings or other designated functions.

Section 3. Term of Office

All elected officers serve for the elected year(s) June 1 through May 31. The term of office for the President and President-Elect shall be for two (2) years. *This was voted on and amended in 2004. All other elected officers of this organization shall serve for two (2) years according to the following election schedule.

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|----------------|--|
| 1) Even years: | Recording Secretary
Treasurer
Historian |
| 2) Odd years: | Corresponding Secretary
NCTM Representative |

Article II. Dues

Annual dues, as determined by the Executive Board shall be due and payable during the membership year June 1 through May 31.

Article III. Committees

The President shall appoint such committees as s/he deems necessary to conduct the affairs of this organization.

Article IV. The Executive Board

Section 1. Functions

The functions of the Executive Board shall be the following:

- 1) To recommend policies for consideration of the organization.
- 2) To execute policies for consideration of the organization.
- 3) To assume responsibilities for the administration of the affairs of the organization.

Section 2. Meetings

The Executive Board shall meet before the regular meetings of the organization and at other times as the president directs.

Section 3. Quorum

Fifty-one percent of the voting members constitute a quorum.

Section 4. Spending Powers

The Executive Board shall have any non-budgeted expenditure in excess of \$300.00 approved by the majority of the members present at any regular meeting of the organization.

Article V. Amendments

These by-laws may be amended by a simple majority of the members present at any regular meeting of the organization.

Article VI. Parliamentary Authority

All meetings must be conducted according to Robert's Rules of Order, revised.

Article VII. Policies

Any statement to the public made in the name of this organization must be approved by the Executive Board.