

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 for the current academic year's conference or completed the online membership for that academic year.

Section 3. Student memberships shall be defined as those members who are enrolled as non-teaching, full-time undergraduate students of higher learning and have paid student registration for the current academic year's conference or completed the membership form that academic year. Student members shall enjoy all the privileges of this Association except those of holding office and chairing committees.

Section 4. Verification of membership bearing the period for which membership is effective shall be issued to each member by the membership chairman via conference registration receipt, or by email confirmation when not received in conjunction with a conference registration.

ARTICLE IV: EXECUTIVE COUNCIL OFFICERS

Section 1. To serve on the Executive Council, a person must hold and retain active membership in LATM.

Section 2. The elected officers of this Association shall be a president-elect, two vice presidents, a secretary, and a parliamentarian.

Section 3. A treasurer, membership chairperson, communications coordinator, and regional representatives will be appointed by the Executive Council. The membership chairperson, the communications coordinator, and regional representatives shall serve two-year terms. The treasurer shall serve a 3 year-term.

Section 4. The Louisiana Math Coordinator of the Presidential Awards for Excellence in Mathematics and Science Teaching 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 5. The president-elect shall serve one year as president-elect, two years as president and one year as past president. The president-elect /past president position will serve as the NCTM representative. All other officers shall serve for a two-year term which begins at the conclusion of the first executive council meeting following the election. An elected Executive Council officer shall serve no more than two consecutive full terms in the same position or office.

Section 6. The Executive Council shall constitute the governing body of this Association. Voting membership on the Council shall consist of: the offices provided for in Sections 1-4.

Section 7. Any voting Executive Council member who is absent from two or more LATM Executive Council meetings per year may be removed from office by a two-thirds vote of the Executive Council.

Section 8. Any voting Executive Council member who does not execute the duties of the office may be removed from such office by a two-thirds vote of the Executive Council.

ARTICLE V: ELECTION OF EXECUTIVE COUNCIL 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 shall assume the president's duties and responsibilities. In the event there is no president-elect, the past president will serve in interim until a special election can be held to complete the remaining presidential term of office. If there is no president-elect or past president, the Executive Council will appoint an interim president from within its ranks until a special election can be held.

Section 3. Elected in odd numbered years are these officers: president-elect, secretary, and vice-president for secondary schools. Elected in even numbered years are parliamentarian and vice-president for elementary schools.

ARTICLE VI: ADDITIONAL EXECUTIVE COUNCIL POSITIONS

Section 1. Any additional Executive Council positions are appointed and considered non-voting positions. To serve in such a position, a person must hold and retain active membership in LATM.

Section 2. A LATM newsletter editor, LATM Conference Reflections editor, LATM website editor, and a LATM social media reporter(s) will be appointed by the Executive Council. The LATM newsletter editor, LATM Conference Reflections editor, LATM website editor, and the LATM social media reporter(s) shall serve two-year terms. The Louisiana Department of Education will appoint a representative to serve in a liaison capacity on the Executive Council. This position will be known as the Louisiana Department of Education Representative.

Section 3. Any of these positions may be simultaneously held with another Executive Council Office and/or Position.

Section 4. Any of the non-voting Executive Council members who do not execute the duties of the position may be removed after a decision by a majority vote of the Executive Council.

ARTICLE VII: 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 VIII: COMMITTEES

Section 1. Standing Committees shall be: Nominating, Internal Audit, Outstanding Mathematics Teachers, Conference Planning, Leadership Conference Committee (Retreat), Carol Meyer Scholarship, the Louisiana State Science and Engineering Fair, Promotions, and Travel Grants. Additional standing committees may be formed with approval of the Executive Council.

ARTICLE IX: AMENDMENTS

Section 1. This constitution may be amended by a two-thirds (2/3) majority vote of those 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 emailed to each member at least 30 days prior to the announced meeting of this Association.

ARTICLE X: 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 EXECUTIVE COUNCIL MEMBERS AND POSITIONS

Section 1. The voting members of the Executive Council shall meet at times and places upon notice from the president or the majority of the officers of the Executive Council as determined by a phone or written poll of said officers. A majority of voting members must be present in order to conduct business. The duties of the voting members 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. To attend Executive Council Meetings, the annual LATM Conference, and the annual Leadership Conference (Retreat) as per Article IV Section 6 of the LATM Constitution; and
6. To fulfill any additional duties as written in the Bylaws and/or Standard Operating Procedures for the Executive Council.

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

1. To preside at all Executive Council and General Membership meetings;
2. To see that all accepted policies of the organization are carried out;
3. To be a current member of NCTM;
4. To file an annual report of LATM affiliate activities and update officer information with NCTM;
5. To attend and serve as the alternate to the Regional Caucus and the Delegate Assembly at the NCTM annual meeting; and
6. To fulfill any additional duties as written in the Bylaws and/or Standard Operating Procedures for the Executive Council and for this office.

Section 3. The duties and obligations of the president-elect and the past president/NCTM representative are:

1. In the absence of the president, to serve in that place as asked by the president;
2. To be a current member of NCTM;
3. To attend the Regional Caucus and the Delegate Assembly at the NCTM Annual Meeting; and
4. To fulfill any additional duties as written in the Bylaws and/or Standard Operating Procedures for the Executive Council and for this office.

Section 4. The duties of the vice-presidents are:

1. To serve as co-chairs for major committees, as needed;
2. To carry out other duties as assigned by the president; and
3. To fulfill any additional duties as written in the Bylaws and/or Standard Operating Procedures for the Executive Council and for this office.

Section 5. The duties of the secretary are:

1. To keep all minutes of all General Membership and Executive Council meetings;
2. To have these minutes collected and available for reference at all meetings;
3. To send minutes of Executive Council and General Membership meetings to each Executive Council member

- within 45 days of that meeting; and
4. To fulfill any additional duties as written in the Bylaws and/or Standard Operating Procedures for the Executive Council and for this office.

Section 6: 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 first Executive Council meeting of the calendar year;
4. To file appropriate tax form for tax-exempt organizations and any other required federal, state, or IRS financial forms including updating records with the Louisiana Secretary of State;
5. To pay annual NCTM affiliate dues; and
6. To fulfill any additional duties as written in the Bylaws and/or Standard Operating Procedures for the Executive Council and for this office.

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; and
3. To fulfill any additional duties as written in the Bylaws and/or Standard Operating Procedures for the Executive Council and for this office.

Section 8. 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 via conference registration receipt, or by email confirmation when not received in conjunction with a conference registration;
3. To maintain accurate database of membership; and
4. To fulfill any additional duties as written in the Bylaws and/or Standard Operating Procedures for the Executive Council and for this office.

Section 9. The duties of the Louisiana Math Coordinator of the Presidential Award for Excellence in Mathematics and Science Teaching program are:

1. To administer the Presidential Award for Excellence in Mathematics and Science 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 a close working relationship with the representative from the Louisiana Department of Education and the Louisiana Science Coordinator of the Presidential Award for Excellence in Mathematics and Science Teaching program to ensure consistency in meeting both national and state guidelines; and
3. To fulfill any additional duties as written in the Bylaws and/or Standard Operating Procedures for the Executive Council and for this office.

Section 10. The duties of the communications coordinator as they relate to the organization's newsletter, journal, website, and social media formats are:

1. To coordinate with the above named positions to assure the publication and dissemination of information;
2. To oversee the publication and dissemination of necessary notices as directed by the president or the Executive Council;
3. To oversee the publication and dissemination of proposed amendments to the Constitution and Bylaws of this Association; and
4. To fulfill any additional duties as written in the Bylaws and/or Standard Operating Procedures for the Executive Council and for this office.

Section 11. The duties of a Regional Representative are:

1. To identify all school districts (both public and private) served within the designated region;
2. To establish contact with each school district or independent school (ex: director of personnel, administrator, mathematics leader, especially mathematics supervisors and curriculum specialists);
3. To serve as a liaison between the schools/teachers and LATM reporting information/activities in both directions;
4. To make sure the region's needs for professional development are conveyed to LATM and information on LATM's networking/professional development opportunities are disseminated to those in the schools; and

5. To fulfill any additional duties as written in the Bylaws and/or Standard Operating Procedures for the Executive Council and for this position.

Section 12. The duties of the LATM 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; and
4. To fulfill any additional duties as written in the Bylaws and/or Standard Operating Procedures for the Executive Council and for this office.

Section 13: The duties of the LATM Conference Reflections editor are:

1. To publish and disseminate at least one edition of the LATM Conference Reflections each year;
2. To gather and request information for the LATM Conference Reflections; and
3. To fulfill any additional duties as written in the Bylaws and/or Standard Operating Procedures for the Executive Council and for this office.

Section 14. The duties of the LATM website editor are:

1. To maintain a current, dynamic, and accurate LATM website;
2. To provide the Executive Council with regular updates regarding revisions and improvements to the website; and
3. To fulfill any additional duties as written in the Bylaws and/or Standard Operating Procedures for the Executive Council and for this office.

Section 15. The duties of the LATM social media reporter(s) are:

1. To post relevant math articles throughout the year on the appropriate LATM social media site(s);
2. To promote all LATM events in a timely manner on the appropriate LATM social media site(s);
3. To announce all LATM grant opportunities in a timely manner on the appropriate LATM social media site(s);
4. To fulfill any additional duties as written in the Bylaws and/or Standard Operating Procedures for the Executive Council and for this office.

Section 16. The duties of the representative from the Louisiana Department of Education are:

1. To serve as a liaison between LATM and the Louisiana Department of Education regarding matters that affect the organization and its members;
2. To report to the Executive Council the latest information related to mathematics at the Department of Education; and
3. To fulfill any additional duties as written in the Bylaws and/or Standard Operating Procedures for the Executive Council and for this position.

ARTICLE II: 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), and all other Standing Committees shall be selected annually by the Executive Council, as outlined in the Standard Operating Procedures.

ARTICLE III: AMENDMENT OF BYLAWS

Section 1. The Bylaws may be amended by two-thirds (2/3) majority of the members present and voting at a meeting of this Association. Such amendments will become effective immediately following the close of said meeting.

ARTICLE IV: 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.

ARTICLE V: STANDARD OPERATING PROCEDURES

Section 1. The Constitution and its Bylaws are supported by Standard Operating Procedures (SOP). These procedures assist the organization by prescribing a system and providing information that should be followed in routine matters.

Section 2. Standard Operating Procedures will be revised and updated by the Executive Council.

REVISIONS LOG

June, 2023 (as amended per vote of membership October, 2022)

June, 2021 (as amended per vote of membership September, 2019)

November, 2017 (as amended per vote of membership)

October, 2016 (as amended per vote of membership)

November, 2015 (as amended per vote of membership)

February 14, 2015 (corrected for grammar, clarity, and continuity)

November, 2012 (as amended per vote of membership)

October, 2010 (as amended per vote of membership)

June, 2010 (reviewed at Executive Council retreat)

October, 2008 (as amended per vote of membership)