

# LAUREL HIGHLANDS MATHEMATICS ALLIANCE CONSTITUTION

## Article I NAME

This organization shall be known as the Laurel Highlands Mathematics Alliance (LHMA). It is a non-profit affiliate of the Pennsylvania Council of Teachers of Mathematics (PCTM) and the National Council of Teachers of Mathematics (NCTM).

## Article II PURPOSE

The purpose of the Alliance shall be to encourage and maintain interest in mathematics education and to promote professional growth among teachers.

## Article III MEMBERSHIP

Membership shall be open to all persons who are engaged in the teaching of mathematics in public, private, or parochial educational institutions, and to persons who are interested in mathematics. Student membership shall be open to all students who are interested in mathematics and who are enrolled in any of the recognized institutions of higher learning in the State. Retired members of the Laurel Highlands Mathematics Alliance who have been members in good standing for five (5) successive years preceding retirement are eligible for life membership with full membership privileges without payment of dues, (provided they signify their desire for membership).

## Article IV DUES

Dues for all active and student members shall be determined by the Executive Board. ~~Dues for all student members shall be one half the rate of the active members. Within the first five (5) years of the LHMA, retired members of LHMA are eligible for life membership with full membership privileges, without payment of dues, provided they signify their desire for membership.~~

Membership shall cover a period of one (1) year. The membership committee shall notify members one month prior to dues expiration. Members whose dues are not paid within three months of the dues expiration shall be dropped from active membership and its privileges.

## Article V OFFICERS

The officers of LHMA shall be active members of this Association and shall include a President, a President-elect/Past President, a Secretary, a Treasurer, a PCTM/NCTM Representative, and a Historian. The President-elect shall be elected to serve one year as President-elect followed by two years as President and one year as Past President with elections in odd years. The other officers shall be elected for a term of two years with the Secretary and PCTM/NCTM Representative being elected in even years and the Treasurer and Historian in the odd years.

## Article VI DUTIES OF OFFICERS

### President

The President shall preside at all meetings of the Alliance and shall serve as chairperson of the Executive Board (see Article VII) and shall prepare an annual report of the activities of the Alliance. The President shall be a member ex-officio of all committees except the Nominations Committee. The President may also make disbursements with the approval of the Executive Board. The President shall hold current membership in both PCTM/NCTM.

### President-elect/Past President

The President-elect/Past President shall perform the duties of the President in the event of the President's absence or inability to serve. The President-elect/Past President shall chair the Nominations Committee.

### Secretary

The Secretary shall record and distribute the minutes of each meeting of the Alliance and of the Executive Board and shall present the minutes at the Annual Business Meeting.

## Treasurer

The Treasurer shall receive all money paid to the Alliance; shall make disbursements with the approval of the Executive Board; shall keep an accurate record of all receipts and expenditures; shall report same at each meeting of the Executive Board; shall give a Treasurer's report at the Annual Business Meeting; ~~shall maintain an accurate list of names and addresses of those who have paid their dues~~; and shall take minutes in the event of the absence of the Secretary. The Treasurer shall serve as the chairperson of the Budget Committee and prepare an annual budget.

## PCTM/NCTM Representative

The PCTM/~~NCTM~~ Representative shall be the official liaison ~~agent~~ for the Alliance to PCTM and NCTM; hold current membership in both PCTM/NCTM; attend PCTM Executive Board meetings and; hold the privilege to represent LHMA at the NCTM Delegate Assembly and Caucus Meeting. ~~and PCTM and shall supervise the sale of NCTM publications at all general meetings.~~

## Historian

The Historian shall be responsible for the collection and storage of the history and records of the Alliance.

## Article VII EXECUTIVE BOARD

The management of the affairs of the Alliance shall be vested in an Executive Board composed of the officers, a representative one person from each of the standing committees, and the following additional members to be elected from the regular membership: ~~three~~ five members (one each from early childhood/elementary, middle level, secondary, special ed, higher education) ~~(one college, one secondary, one elementary)~~ to be elected ~~one each year~~ for a term of three years, ~~five members (one college, two secondary, two elementary) to be elected for a term of one year and one student member to be elected for a term of one year.~~ The President ~~shall~~ has the option to appoint, with the approval of the officers, additional persons so that each county is represented.

Eight members, at least three of which are officers, shall constitute a quorum for conducting the business of the Executive Board. Meetings shall be held at the call of the President or at the request of six members of the Executive Board. The Executive Board shall have ~~two~~ three or more meetings ~~during~~ each year.

The Executive Board may remove any member of said Board who is absent from three consecutive Executive Board meetings.

## Article VIII MEETINGS

The Executive Board shall plan one or more ~~events~~ meetings of for the general membership during the year and an in addition to the Annual Business meeting, ~~which shall be in the spring.~~

## Article IX STANDING COMMITTEES

The Executive Board shall designate a chairperson for each of the following standing committees and the chairperson may designate additional persons to serve on each committee:

### Contest Committees

~~These~~ these committees shall administer all details of the contests sponsored by the Alliance.

### Membership Committees

This committee shall endeavor to bring the purposes and advantages of membership ~~in~~ in the Alliance to the attention of mathematics teachers, students, ~~teachers~~, and other interested persons. This committee shall maintain an accurate database of names and contact information of those who have paid their dues. The membership committee shall notify members one month prior to dues expiration.

#### Publications Committee

This committee shall be responsible for all regular and special publications of the Alliance. A newsletter shall be ~~the the~~ official ~~publication organ~~ of the Alliance. The Newsletter Editor will be the chairperson of this committee.

#### Program Committee

This committee shall ~~have the power to~~ make all necessary arrangements for ~~meetings events~~ and ~~to~~ procure speakers.

#### Nominations and Election Committee

~~This committee shall be announced before December 31.~~ The Executive Board shall appoint two members to assist the chairperson (President-elect/ Past President) of the nominating Nominations and Elections Committee.

The committee shall prepare a slate of candidates for officers and members of the Executive Board as previously listed and conduct elections.

#### Communications Committee

This committee shall be responsible for maintaining the website of the Alliance. The Webmaster will be the chairperson of this committee.

#### Ad-Hoc Temporary Committees

The Executive Board shall establish ~~ad-hoc temporary~~ committees as the need arises.

#### Article X ELECTIONS

The slate of candidates prepared by the Nominating and Election Committee shall be published and distributed to the membership. This slate may include present board members. ~~No person shall serve three consecutive terms in the same office.~~

~~Any name presented on a petition signed by at least eight members must be included on this slate. The petition must be in the hands of the President before January 31.~~

Voting shall be by ~~written~~ secret ballot to be returned ~~no later than three weeks~~ prior to the Annual Business Meeting. ~~The counting of the ballots shall be at the Annual Business Meeting and the t~~ The term of office shall begin immediately following the Annual Business Meeting, one month thereafter.

~~In the event of the President's inability to serve during the first year of his/her term the Past President shall assume the duties of the President until the next election at which time an interim President and President-elect shall be elected for a term of one year.~~

In the event of the President's inability to serve in the second year of his/her term the President-elect will assume the duties for the remainder of the term and a person shall be appointed by the Executive Board to fulfill the duties of the office of President-elect/Past President.

Vacancies in elective offices shall be filled by a vote of the Executive Board. Members so elected shall serve until the next regular election, at which time the membership shall vote for a member to serve the remaining term. ~~meeting at which time the membership shall vote for a member to serve the expired term.~~

The person receiving the greatest number of votes shall be declared winner for each office. In case of a tie for the greatest number of votes, the winner shall be determined from among those tied by random selection.

#### Article XI NON-PROFIT STATUS

If, at any time, this Alliance shall cease to carry out the purposes as herein stated, all assets and property held by it whether in trust or otherwise, shall, after the payment of its liabilities, be paid over to an organization, selected, by the final Executive Board of the Alliance, which has similar purposes and has established its tax-exempt status under

Section 501 (c) (3) of the Internal Revenue Code of 1954 or as it may hereafter be amended, and such assets and property shall be applied exclusively for such charitable, scientific, and educational programs.

Article XII AUDIT AND BUDGET

An Auditing Committee shall be appointed by the President to audit the accounts of the Treasurer. There shall be three (3) members on the committee. At least one member in good standing shall be chosen from outside the Executive Board. The audit shall be completed before the records and monies are transferred to a new Treasurer.

A Budget Committee shall be appointed by the Executive Board. The Treasurer shall be chairperson. It shall be the duty of the committee to prepare an annual budget of the Alliance. The budget shall be presented to the Executive Board early in the fiscal year for study and action. It shall be approved by the Executive Board. The report shall be filed for reference.

Article XIII BY-LAWS

The activities of the Alliance shall be conducted in accordance with these by-laws of the Constitution.

These by-laws may be amended by majority vote of all members present at any regular meeting of the general membership, provided that ~~written~~ notice of such change has been given to the members prior to the meeting.

Robert's Rules of Order shall be the authority in all questions of parliamentary procedures.