

ASSOCIATION OF TEACHERS OF MATHEMATICS
IN
MASSACHUSETTS
CONSTITUTION

Article I

Name

The name of this organization shall be the Association of Teachers of Mathematics in Massachusetts (ATMIM), hereinafter referred to as the association. ATMIM is an affiliate of the Association of Teachers of Mathematics in New England (ATMNE) and the National Council of Teachers of Mathematics (NCTM).

Article II

Purpose

The association is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Inurement of Income:

No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered.

The purposes of the association shall be:

- a) to provide for the interchange of evolving ideas and current research involving the teaching of mathematics and its applications;
- b) to cooperate with other organizations in the improvement of instruction, and in curriculum planning in mathematics;
- c) to promote professional and social relations
- d) to increase interest in mathematics.

Legislative or political activities

No substantial part of the activities of the association shall be the carrying of propaganda or otherwise attempting to influence legislation and the association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Operational limitations

Notwithstanding any other provisions of these articles, the association shall not carry on any other activities not permitted to be carried on

- a) by an association exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or
- b) by an association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

Article III

Membership

Section 1: Any person interested in the purposes of the association may become a member. Honorary membership may be granted by the Board.

Section 2: Members shall pay the membership dues and be entitled to all of the rights and privileges of the association.

Section 3: The membership dues shall be set by the Board.

Section 4: The fiscal year of the association shall run from July 1 through June 30.

Article IV

Officers and Board of Directors

Section 1: The officers of the association shall be a president, a president-elect, a secretary, and a treasurer elected by the members.

Section 2:

- a) The Board of Directors (the Board) shall consist of the four officers, six other elected members called the directors, the immediate past-

president, and the elected representative of the association to the NCTM. These twelve will constitute the voting membership of the Board.

- b) The Board shall appoint four additional members who will serve as the Massachusetts Mathematics Hall of Fame liaison, the hospitality chairperson, the newsletter editor, and the web page editor.

Section 3: The six elected directors shall serve as chairpersons of the following committees: Annual Meeting (2 positions), Scholarship, Membership, Publicity, and Newsletter. These assignments shall be made by the president.

Section 4: The president and president-elect shall serve for two years. They may not succeed themselves.

Section 5: The secretary and treasurer shall serve for four years and may be reelected at the will of the association. The secretary and treasurer shall be elected in alternate even years so that their terms shall overlap for two years.

Section 6: The six directors of the Board shall serve for three years, two being elected each year. The directors may be reelected once to that position.

Section 7: The representative to the NCTM shall be elected by the association and shall serve a three-year term which shall commence in years congruent to 1, modulo 3. This person may be reelected once to this position.

Article V

Amendments

This constitution may be amended at any regular meeting of the association by a two-thirds vote of the members present, provided that notice of the proposed change has been given at the previous meeting, and again on the written announcement of the meeting not less than one week in advance. Thirty members shall constitute a quorum for the consideration of a change in the constitution.

Article VI

By-Laws

Section 1: Such rules, regulations, policies, statements, definitions, or procedures which are for the general welfare or operation of the

association, or serve the purpose of the association as stated, and which are not in conflict with or otherwise proscribed by this constitution may be established and made a part of this constitution as a by-law.

Section 2: The Board shall be empowered to establish, amend, or rescind a by-law by a vote of two-thirds of its full voting membership.

Article VII

Dissolution of ATMIM

Upon the dissolution of the association, the association shall, after paying or making provisions for the payment of all the liabilities of the association, dispose of all the assets of the association exclusively for the purposes of the association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ASSOCIATION OF TEACHERS OF MATHEMATICS
IN
MASSACHUSETTS
BY-LAWS

Article I

Membership

One becomes a voting member of the ATMIM section of ATMNE by paying dues to the treasurer of the association.

Article II

Meetings

The Association may hold as many meetings as desired during each year, one of which shall include the Annual Business Meeting. Any of these meetings may be held in conjunction with regular meetings of ATMNE and/or NCTM. All meetings will be conducted in accordance with Roberts Rules of Order, most recently revised.

Article III

Dues

- Section 1: The annual dues shall be payable any time. These dues shall be apportioned between the association and ATMNE according to the constitution and bylaws of ATMNE.
- Section 2: Full-time college students and retired educators may join the association at a reduced rate of the regular annual dues.
- Section 3: Honorary members and current Board members shall be exempt from payment of dues.
- Section 4: A reduced rate is available for those members who choose to pay their dues in one payment for a three-year period.
- Section 5: Associate members (members of other ATMNE affiliates) shall pay the difference between the existing ATMIM dues and the

ATMNE assessment.

Section 6: Elementary school building memberships entitle all faculty members from that building to attend ATMIM meetings at the member's rate. Building dues will be set at a rate higher than the individual annual dues.

Article IV

Funds

- Section 1: The treasurer of the association has the power to disburse funds to meet normal operating costs of the association. Extraordinary expenditures must be approved by the Board.
- Section 2: The president shall arrange for an annual audit of the treasurer's records.
- Section 3: The Board member who attends the NCTM Delegate Assembly as the ATMIM representative may request a reasonable reimbursement for expenses from the Board.

Article V

Elections

- Section 1: A nominating committee will consist of the immediate past-president, who will serve as the chair, and two Board members selected by the Board.
- Section 2: Nominations shall be solicited from the membership.
- Section 3: The nominating committee will present recommendations to the Board, which will then present the candidates to the membership. The nominating committee will strive to present a slate of candidates that ensures that the election for each position is contested.
- Section 4: Elections shall be carried out by ballot in the spring of the year. The nominating committee will be responsible for conducting the election. All active members will be afforded the opportunity to vote.
- Section 5: The results of the election shall be announced in the first issue of the newsletter after the Annual Meeting.
- Section 6: The elected persons will assume their duties at the beginning of the next fiscal year.

Article VI

Duties of the Board Members

Section 1: The president shall:

- a) preside at all meetings of the association and the Board;
- b) serve as or appoint a delegate as the ATMIM representative to the NCTM Delegate Assembly;
- c) appoint ad hoc Board members who may be serving as officers or Board members of NCTM or ATMNE or any other appropriate position;
- d) prepare the annual report for the NCTM;
- e) arrange for the annual financial audit;
- f) assume all other duties customarily delegated to this office except as otherwise prohibited in this constitution or by-laws; and
- g) compile for the president-elect a list of duties performed together with copies of appropriate correspondence for the term of office just completed.

Section 2: The president-elect shall:

- a) serve as the ATMNE representative
 - a. represent ATMIM at ATMNE Board meetings;
 - b. represent ATMIM on the ATMNE nominating committee and other ATMNE
- b) committees as requested;
 - a. prepare and deliver written reports of ATMIM activities to the ATMNE Board;
 - b. prepare and deliver written reports of ATMNE activities to the ATMIM Board;
- c) serve as program chair for ATMIM meetings, excluding the Annual Meeting
 - a. bring suggestions of speakers and topics for the Board's consideration;
 - b. contact speakers and arrange for their equipment at meetings;
 - c. write a description of the program to be submitted to the Newsletter Editor;
- d) provide services to speakers
 - a. offer to make arrangements for out-of-town speakers;
 - b. greet at meeting;
 - c. write thank-you notes.

Section 3: The immediate past-president shall:

- a) serve as chair of the nominating committee;
- b) serve as parliamentarian at all meetings.

Section 4: The secretary shall:

- a) keep and distribute minutes of the meetings of the Board and of the Annual Business Meetings of the association within one month of said meetings;
- b) distribute all official records and notices of the association;
- c) handle correspondence as directed by the Board;
- d) maintain a file consisting of all pertinent documents (i. e. minutes, brochures, programs, committee member rosters, etc.);
- e) maintain a separate record of Board decisions not covered by the by-laws that affect long-term policies of the Board.

Section 5: The treasurer shall:

- a) collect and disburse monies to and from the association's account
- b) keep accurate records of income and expenditures, together with appropriate documentation;
- c) report in writing at all Board meetings;
- d) prepare the annual treasurer's report for the first Board meeting of the next fiscal year;
- e) prepare for an annual audit;
- f) prepare and file appropriate tax forms.

Section 6: The NCTM representative shall:

- a) promote membership in NCTM;
- b) promote NCTM and ATMIM activities;
- c) promote and sell the publications and products of NCTM;
- d) serve as liaison to the NCTM Committee on Affiliated Groups
- e) solicit resolutions from the membership to be forwarded through ATMNE to the NCTM Delegate Assembly.

Section 7: The Membership chair shall:

- a) accept membership applications and dues for ATMIM and ATMNE;
- b) send dues received to the treasurer;
- c) maintain current membership lists;
- d) notify members of expiring memberships via mailings;
- e) provide ATMNE with updated membership lists as required by ATMNE;
- f) provide the four ATMIM officers and Hospitality chair with updated membership lists in January of each year;
- g) report in writing at all Board meetings regarding the membership

- count;
- h) supply the Newsletter chair with mailing labels three weeks prior to the newsletter mailing;
- i) update the membership flyer annually;
- j) prepare and mail flyers and/or letters to potential members;
- k) enroll new members at ATMIM and ATMNE meetings;
- l) respond to requests for membership information;
- m) distribute joint membership information as available from NCTM;
- n) cross-reference NCTM and ATMIM lists for potential members;
- o) initiate other membership appeals as suggested by the Board.

Section 8: The Hospitality chair shall:

- a) make arrangements for ATMIM meetings including location, meals and equipment requested by the speakers;
- b) receive registrations for meetings by mail, keep records of registrations and finalize plans with the location representative;
- c) supervise the registration desk at meetings and prepare name tags for all registrants and speakers.

Section 9: The Scholarship chair shall:

- a) form a Scholarship Committee, consisting of a minimum of four members, at least two of whom must be from the Board;
- b) send a cover letter and application forms for the achievement and service
- c) awards to mathematics department chairs or principals of each high school in Massachusetts;
- d) establish a deadline for receiving applications;
- e) establish a selection process and, if necessary, meet with the committee to select the scholarship winners;
- f) send a letter of recognition to all principals whose students have been
- g) nominated for an award;
- h) send letters to the winners in sufficient time so that these students may
- i) attend the annual awards ceremony;
- j) prepare a summary of accomplishments of the award winners for the
- k) newsletter;
- l) prepare a list of all students recommended for the awards for the newsletter;

Section 10: The Newsletter chair shall:

- a) oversee and collaborate with the Newsletter editor in the preparation and

- b) distribution of the newsletter;
- c) bring to the Board issues for discussion regarding the preparation and distribution of the newsletter.

Section 11: The Newsletter editor shall:

- a) prepare a schedule for the publication deadline;
- b) solicit, collect and edit appropriate materials for publication;
- c) prepare copy for submission to the printer;
- d) mail newsletters;
- e) maintain a file of newsletters.

Section 12: The Publicity and Governmental Services chair shall:

- a) inform local newspapers and other ATMNE affiliated groups of upcoming meetings;
- b) generate new ideas to promote the welfare of the association.
- c) prepare an article for each issue of the Newsletter.

Section 13: The Annual Meeting chairs shall:

- a) recommend to the Board the date and site;
- b) solicit names of speakers;
- c) send letters of invitation to potential speakers with request for title, description, audio-visual needs, etc.;
- d) establish mailing list of speakers;
- e) prepare program and forward for newsletter and/or mailing;
- f) coordinate with Hospitality chair regarding menu, price, audio-visual needs, coffee, registration, etc.;
- g) send confirmation/reminder letter with program to speakers;
- h) prepare and distribute auxiliary flyers;
- i) assign a presider for each session;
- j) coordinate other events of the day with appropriate chairs:
 - Elections - Immediate past president
 - Registration - Hospitality
 - Exhibits - President and President-elect
- k) write thank-you letters to speakers.

Section 14: The Board shall:

- a) assure that arrangements have been made for all meetings of the association;
- b) approve committees as appointed by the respective chairs and transact all business of the association not otherwise provided for;
- c) perform such duties as specified in the constitution and by-laws.

Section 15: Other

Election to the ATMIM Board is both an honor and a responsibility to contribute to the vitality of the association. In this spirit, the president, with the consent of the Board, shall:

- a) appoint a substitute for any Board member who may be unable to attend meetings for an extended period of time;
- b) ask for the resignation of any Board member who does not attend Board meetings for one year.

Article VII

Amendments

The Board shall be empowered to establish, amend, or rescind a by-law by vote of two-thirds of its full voting membership.

AMENDED BY VOTE OF:

ATMIM Board of Directors:

December 1992

December 2003

February 2004

ATMIM membership:

March 1993

January 2007