



## **Section 1: Administration and Governance**

1. The following policies are hierarchical and sequential in that any succeeding policy is dependent on preceding policies and have lower precedence than those that precede it in the hierarchy.
2. All officers, elected or appointed, must adhere to these policies.
3. All committees and their members must adhere to these policies.
4. GCTM officers and committees incurring expenses related to the discharge of duties shall be reimbursed for such expenses to the extent provided in the current budget.
  - a) It shall be the duty of those incurring such expenses to submit to the Treasurer on the GCTM Expense Account form itemized accounts of those expenses, the total not to exceed the amount approved in the officer's or committee's budget. The President must approve reimbursement requests, which exceed the budget allocation by more than \$50, for payment. Expenses exceeding a budget line item must be approved in a budget amendment. Should the budget not be amended to reflect the over expenditure, the expense(s) become the responsibility of the individual or the committee.
  - b) These expenses should be submitted on a regular basis with the final report submitted no later than 31 October. It is expected that small items of expense should be allowed to accumulate before requesting reimbursement.
5. GCTM shall maintain a single checking account. Other funds may be held or invested in other accounts or certificates as directed by the Executive Committee. The Treasurer shall maintain GCTM funds in accounts and/or investments approved by the Executive Committee.
  - a) Withdrawals from GCTM accounts shall require two signatures. Those authorized to sign a GCTM check are President, Treasurer, Executive Director and Past President, or President-elect. In each and every case the Treasurer or the President must be one of the two signatories.
  - b) All financial transactions are to be recorded in the GCTM record book.
  - c) The Treasurer may transfer funds among the GCTM accounts at his/her discretion subject to all provisions in the GCTM Constitution and Policies as well as directives of the Executive Committee.
  - d) Reimbursements for lodging, meals, and mileage will adhere to State of Georgia regulations.
6. Cash and checks must be counted and recorded on the appropriate form at the close of the business day they are received before they are removed from the site. The count must be verified separately by two individuals who will sign the appropriate form. All checks are to be photocopied before depositing.
7. Cash and checks are to be deposited within ten (10) business days of receipt.
8. An accurate inventory is to be kept of all retail merchandise and services (shirts, registrations, meals, lodging, pins, etc.). The beginning and ending inventory amounts must be counted separately and recorded on the appropriate form by two individuals. The inventory is to be reconciled with receipts (see #6 above) and discrepancies noted at the close of day the merchandise is sold. The appropriate form supplied by the treasurer is to be used to record these figures.
9. Deposits to GCTM accounts may be made by those authorized to do so by the Treasurer.



10. Executive Committee members and those referenced by the constitution, policies, or Executive Committee directives may enter into contracts subject to the following provisions.
  - a) Contracts must be related to fulfilling the duties and obligations set forth in the constitution, policies, or Executive Committee directives.
  - b) Contracts for amounts of \$500 or less do not require specific authorization of the Executive Committee.
  - c) Contracts for amounts greater than \$500 require specific authorization of the Executive Committee either in the form an Executive Committee action recorded in its minutes or in the form of an approved budget item.
  - d) Contracts for amounts greater than \$1,000 must be in writing with a signed original delivered to the Treasurer within five (5) business days of execution.
11. Unless otherwise specified in the Constitution or Policies, all appointed members of the Executive Committee shall serve two year terms. Terms shall begin on 1 November. In the event that an appointed office becomes vacant before the term of office is completed, the new appointee shall complete the unexpired term for that office. The person may be reappointed for a new term at the discretion of the President and Executive Committee.
12. With the exception of the President and President-elect, all officers should forward all pertinent documents to the Executive Director upon completion of their term of office. In all cases this should be accomplished by 10 November of each year.
- 13 Each committee chair should forward all pertinent minutes and documents to the Executive Director upon completion of the committee's function. In all cases this should be accomplished by 10 November of each year.
- 14 Committee chairs shall notify the Executive Director and Ex-officio Committee members in a timely manner of all scheduled committee meetings.
15. Amendments to these Policies shall be done by Section.



## **Section 2: Duties of GCTM Officers**

### **A. PRESIDENT**

1. Serve as chair of the Executive Committee and as an ex-officio member of all committees. A subcommittee composed of the President, the (immediate) Past President or President-elect, and the Executive Director shall be responsible for interim business matters.
2. Recommend persons to the Executive Committee for appointment to the following:
  - standing committees:
    - i. Audit Committee, Nominations and Election Committee, Publications Committee, and Mathematics Tournament Committee.
  - offices as mandated by the Constitution:
    - i. Vice-Presidents that are not elected
    - ii. Other Vice Presidents as determined by the Executive Committee
    - iii. Treasurer
    - iv. Regional Representatives
    - v. NCTM Representative
    - vi. Publications Editor
    - vii. Executive Director
  - Recommend individuals for appointment to the positions of Conference Coordinator, Tournament Secretary, Conference Board Chair, and Program Chair as vacancies occur.
  - Provide pertinent information to the Executive Committee about proposed appointees at least ten days before any Executive Committee meeting. The Executive Committee shall vote on these recommendations at their next meeting.
  - Appoint ad hoc committees as needed.
3. Make nominations to fill vacancies on the GMET Board of Trustees as provided in the trust agreement.
4. Plan the annual business meeting to be held during the Georgia Mathematics Conference. See those annual reports from the Treasurer, the Executive Director, and other officers and committees as necessary are presented during the Georgia Mathematics Conference.
5. Submit on the form provided by NCTM the name of the delegate (our NCTM Representative) and alternate (President or his designee) for the annual NCTM convention to the Chair of the Committee on Affiliated Groups (CAG) of NCTM by 1 February, but only after confirming their agreement to attend.
6. Approve payment of non-budgeted expenses less than or equal to \$100 when it is not feasible to have a meeting of the Executive Committee. The sum of these payments shall not exceed \$500 annually.
7. Send "thank-you" letters to outgoing state and regional officers in a timely manner.
8. Submit an annual report to NCTM, on a form provided by NCTM.
9. Seek a recommendation from the Georgia Department of Education for a person to serve as liaison.
10. Prepare a message for each issue of Reflections that addresses appropriate Council activities and concerns.



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11. At the end of the term, transfer all records to his successor and transfer the predecessor's records to the Executive Director. All transfers should be accomplished by 10 November.
12. Forward documents, e.g. position statements, state department materials, etc., of long-range value to the Executive Director when appropriate.
13. Send pertinent professional dates to the Webmaster so that they may be entered on the professional calendar.
14. Inform each committee chair of the responsibility to (a) notify the Executive Director in a timely manner of all scheduled committee meetings (b) forward to the Executive Director all pertinent minutes and documents upon completion of the committee's function.
15. Present requests for Affiliate membership to the Executive Committee for approval and notify the group of action taken.
16. Annually, provide for the evaluation of the GCTM books and accounting practices. The annual evaluation is to take place between 1 December and 31 December.



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- B. PRESIDENT-ELECT or IMMEDIATE PAST PRESIDENT
1. Preside at meetings of the Council or the Executive Committee in the absence of the President.
  2. Make recommendations to the President regarding membership of Ad Hoc committees for the purpose of completing assigned tasks or special projects identified by the Executive Committee, and assume the responsibility for the functioning of Ad Hoc Committees.
  3. Assist the President in ways specified by the President or by the Executive Committee.
  4. Serve as a member of the Program Committee.



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### C. VICE PRESIDENT FOR CONSTITUTION AND POLICY

1. Review all policies of GCTM (including the GMC) and write or amend policies as necessary, subject to approval by the Executive Committee.
2. Advise on Constitution and Policy questions.
3. Ensure that all officers are performing their duties and responsibilities in a timely manner as prescribed by the Constitution and Policies.
4. Distribute changes to Policies to members of the Executive Committee at the next Executive Committee meeting.
5. Review minutes of each Executive Committee meeting for possible changes and/or additions to the current policies.
6. Serve as Parliamentarian for business meetings of GCTM and meetings of the Executive Committee.
7. Make available to members current copies of the GCTM Constitution and Policies.



D. VICE PRESIDENT FOR COMPETITIONS

1. Supervise the GCTM Mathematics Tournaments and Tournament Committees by:
  - a) Recommending to the President the selection of co-chairs and new committee members;
  - b) Distributing a list of all committee members with names, preferred mailing addresses and telephone numbers to all members of the Tournament Committees;
  - c) Securing the site for the Tournaments;
  - d) Buying the trophies for the Tournaments and assisting the committees in procuring other supplies;
  - e) Providing the committees with a timeline for task completion;
  - f) Presenting the trophies at the Tournaments on behalf of GCTM.
2. Review polices of Tournaments and disseminate current policies in a timely manner.
3. Coordinate with the Tournament Secretary throughout the year including a planning session at the GMC.
4. Plan the Tournament budget with the assistance of the Tournament Secretary and Tournament Committee co-chairs.
5. Encourage development of and participation in mathematics competitions at all grade levels.
6. Supervise the Georgia representation in the American Regions Mathematics League by:
  - a) Insure the formation of an all-state team to compete in the American Regions Mathematics League (ARML) national championship;
  - b) Select coaches for the team;
  - c) Coordinate funding for this team's trip to the competition.



E. VICE PRESIDENT FOR REGIONAL SERVICES

1. Serve on the Membership Committee which is composed of the Vice President for Regional Services, Membership Director, the NCTM Representative, and the GCTM Regional Representatives.
2. Encourage frequent membership drives.
3. Serve as a mentor to and coordinate the activities of the Regional Representatives in reviewing, developing, and implementing activities.
4. Review boundaries and number of regions biennially.



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### F. VICE PRESIDENT FOR ADVOCACY

1. Keep the membership informed through appropriate means (Reflections, website, Regional Representatives, etc) concerning legislation (state and federal) and other public matters that relate to mathematics education.
2. Act as a spokesperson for the Council in appropriate forums.



G. VICE PRESIDENT FOR HONORS AND AWARDS

1. Serve as chairman of the Honors and Awards Committee, which is composed of the Vice President for Honors and Awards and all regional representatives.
2. Coordinate all awards and honors given at the annual conference including Presidential Awards, the Gladys M. Thomason Award, the Teacher of Promise Award, The John Neff Award, and The Dwight Love Award, and The Friend of Georgia's Teachers of Mathematics Award. ( see appendix B for complete list and details)

H. SECRETARY



## **Georgia Council of Teachers of Mathematics Policies**

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1. Keep records of transactions at GCTM meetings:
  - a) Take minutes of the business meeting of GCTM at the GMC.
  - a. Take minutes of all meetings of the Executive Committee.
  - b. Distribute copies of said minutes to members of the Executive Committee within 15 working days.
  - c. Compile all business documents and maintain these records in a searchable file on an annual basis.
  
2. Maintain current roster of the GCTM Executive Committee and the GMC Board of Directors. Roster is to include preferred mailing addresses and telephone numbers. The roster of GMC board members will be obtained from the GMC Director of Records. As changes occur new rosters should be distributed to those listed in a timely manner.



## I. MEMBERSHIP DIRECTOR

The Membership Director needs to have a working knowledge of GCTM, and therefore must have been a member of the GCTM Executive Committee or the GMC Board. A committee including the President, the President-elect or Immediate Past President, the Executive Director, the Vice President for Regional Services and at least one Regional Representative shall recommend a new Membership Director to the Executive Committee to serve a four year term that shall begin in the year 4k.

In particular the Membership Director should:

1. Serve as chair of the Membership Committee.
2. Obtain and distribute membership forms to appropriate officers and leaders.
3. Assume responsibility of arranging for and staffing of special membership tables at all meetings where membership might occur.
4. Disseminate renewal notices no later than 15<sup>th</sup> of each month in which membership expires.
5. Process membership applications as follows:
  - a. Deposit dues to GCTM's bank account, submitting deposit slips to the Treasurer and maintaining photocopies.
  - b. Maintain a file of membership and enter membership in a computer file with backup copies made on at least a monthly basis.
  - c. Keep hard copies of membership applications for 5 years.
6. Supply a membership database in electronic form to the Executive Director, the President, the Publications Editor, the Vice President of Regional Services and the Conference Coordinator on a quarterly basis and to others as directed by the Executive Committee.
7. Request annually from GCTM Affiliate groups a roster of the Affiliate officers.
8. Make a membership report at regular meetings of the Executive Committee, and for publication in each issue of Reflections.
9. Work with the Webmaster to coordinate an accurate online database and to obtain online renewals.
10. Cooperate with the Council Publications Editor and Webmaster in regards to publishing the information about membership.
11. Act as coordinator of affiliate groups.
  - a. Encourage appropriate groups to become affiliates.
  - b. Receive applications from prospective affiliate groups.
  - c. Maintain records as identified in Section 3.3.

## J. EXECUTIVE DIRECTOR GCTM



The position of Executive Director is most essential to the continuity of GCTM. The appointment of a new Executive Director must be made with great care and forethought. A committee composed of five members: The President, the President-Elect or Immediate Past President, the GMC Board of Directors Chair, a Regional Representative designated by the executive Committee and the current Executive Director shall recommend a new Executive Director to the Executive Committee as mandated by the Constitution. In the event one of these is unable to serve on this committee, the President will choose from among the Vice Presidents a person to fill the position.

To be eligible for the appointment, a person should have already served as a member of the Executive Committee and should have been a member of GCTM for at least 6 years. The Executive Director must have space to house the Council archives.

In particular, the Executive Director should:

1. Maintain a permanent file of all reports and items submitted to NCTM by officers, including the President's annual report and the specification of the delegate and the alternate to the CAG meeting. In the event that any report or other correspondence is not received by NCTM on schedule from the person responsible for the report, then a copy of the report should be submitted by the Executive Director as soon as possible.
2. Maintain a copy of the current list of state officers and conference board members as prepared by the Secretary and the GMC Director of Records.
3. Maintain a file of correspondence of long range value from all members of the Executive Committee.
4. Serve as a resource person to the Executive Committee, particularly regarding GCTM precedents.
5. Maintain a file of all GCTM Constitution and Policies and forms.
6. Serve as ex-officio member to all GCTM Committees.
7. Provide a copy of the GCTM Constitution, with revisions as they occur, to the Executive Director of NCTM and the Southeastern Representative of the Committee on Affiliated Groups (CAG) of NCTM.
8. Transfer all records and equipment not needed for audit to the incoming Executive Director by 20 November; all remaining records should be transferred by 20 December.
9. Serve as registered agent of GCTM, Inc.
10. Maintain corporate office of GCTM, Inc.
11. Perform all duties as specified by Nomination and Elections Committee.
12. File Annual Renewal of Incorporation with GA Secretary of State. (March)
13. Write "welcome letters" to new officers and "thank-you" letters to retiring officers of Executive Committee and Conference Board.
14. Manage Performance Learning Units for courses administered by the Executive Committee and/or Conference Board.



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K. TREASURER



1. Maintain a record of all financial transactions of GCTM, including those of GMC. Each transaction shall be coded to match the appropriate budget item(s). Records shall include all information (date, payee and amount, income source and amount, and budget code) as needed for audit. Electronic record keeping must be backed up on a regular basis.
2. Serve as chair of the Finance Committee, which is composed of the Treasurer, the President, the President-elect (or Immediate Past President), the Publications Editor and others as deemed necessary.
3. Send a copy of the approved budget to all members of the Executive Committee and Committee chairs.
4. Make an interim financial report (including balance sheet and profit and loss statement for each budget category) at each meeting of the Executive Committee.
5. Ensure that any financial commitments are confirmed in writing and that such expenses remain within the approved budget allotment.
6. By 1 February prepare a proposed GCTM budget (including the GMC budget) for consideration at the next Executive Committee meeting. Said budget will be for the Council fiscal year beginning the following 1 November.
7. Provide deposit slips to the GMC Registrar.
8. By 20 November, complete the books to date and submit the books to be evaluated. (The evaluation should be finished by 10 December.)
9. Prepare and file tax forms as needed.
10. Ensure that bank signature cards for all accounts and investments are kept current as officers change.
11. Maintain GCTM funds in accounts and investments as approved by the Executive Committee.
12. Make a final financial report on the previous fiscal year at the January Executive committee meeting including proofed balance sheet and profit/loss statement for each budget category.
13. Act as treasurer of GMET.
14. Insure that a full external audit is conducted at least every 5 years.

### L. COUNCIL PUBLICATIONS EDITOR



## **Georgia Council of Teachers of Mathematics Policies**

1. Publish three editions of Reflections each year, in November, February, and May. The organization's fourth annual publication is the responsibility of the Georgia Mathematics Conference Board.
2. Work with Webmaster to post each issue of Reflections online.
3. Solicit articles for Reflections by issuing general invitations to all members.
4. Issue reminders to persons from whom the editor expects to receive an article or column.
5. Establish and announce deadlines for submission of articles.
6. Distribute copies of Reflections as follows:
  - a) Each GCTM member receives a copy.
  - b) The President of NCTM, the Executive Director of NCTM, the chair of the editorial panels of Teaching Children Mathematics, Teaching Mathematics in Middle Grades, and the Mathematics Teacher, the NCTM Southeastern Representative, and the Chair of the Committee on Affiliated Groups (CAG) of NCTM each receives a copy.
  - c) The President and Executive Director each receive five courtesy copies via 1<sup>st</sup> class mail.
7. Serve as Chair of the Council Publications Committee, which is composed of the Publications Editors, the intern when appropriate, Webmaster, and others determined by the Executive Committee and make recommendations to the president regarding appointments to this committee.
8. Suggest publications other than Reflections to be published by GCTM. Such publications require approval by the Executive Committee.



**M. WEBMASTER**

1. Update and maintain a GCTM web site with three main purposes:
  - a) Provide information about GCTM for members. This should include an up-to-date calendar of events.
  - b) Enhance GCTM functions by increasing its means of communication with its members (for example, allowing online submission of GMC proposals).
  - c) Provide links to other informative mathematics information sites to mathematics teachers.
2. Contract with the Internet service provider to ensure that the most effective and appropriate type service is selected for GCTM's site.
3. Monitor any interactive portions of the website to ensure content is appropriate.
4. Serve on the Council Publications Committee.



**N. REGIONAL REPRESENTATIVES**

1. Serve as communication liaison with the Executive Committee.
2. Serve on the program committee for the annual Georgia Mathematics Conference (GMC).
3. Serve on the GCTM Membership Committee.
4. Establish and maintain contacts in each school system within the Region. These system contacts in turn establish building contacts within that system to open lines of communication throughout the Region.
5. Work at the Membership table at the GMC.
6. Report on Regional activities in Reflections.
7. Assist the Vice President for Honors and Awards in securing award nominations and selecting recipients.
8. Provide at least two names of members from representative's region as possible replacements. This should be done at least six months prior to completion of term.

**O. NCTM REPRESENTATIVE**



1. Serve on the Membership committee of GCTM.
2. Coordinate sales of NCTM publications at the GMC or secure a designee to coordinate sales.
3. Perform all duties and responsibilities as prescribed by NCTM.
  - a) Promote membership in NCTM.
  - b) Communicates information on NCTM activities.
  - c) Is knowledgeable about NCTM services to NCTM Affiliates by regularly checking Online Resources Center.
  - d) Provides NCTM Headquarters updated lists of Affiliate's officers, dates for the Affiliate's professional activities, and membership lists. Send the dates of the GMC and regional conferences to the editors of NCTM publications. Materials must be sent 3 months prior to the issue carrying the announcements. Ensure that publicity is given to other conferences and events in Georgia pertinent to mathematics education.
  - e) Participates in sessions at Annual Meetings for NCTM Representatives.
  - f) Makes NCTM Educational Materials and Special Products available to members at the meetings and conferences of the Affiliate.
  - g) Follows current procedures for ordering and selling NCTM Educational Materials and Special Products.
  - h) Maximizes communication with the Affiliate Services Committee (ASC).
  - i) Coordinates Affiliate's involvement in the Delegate Assembly.
  - j) Promotes the Leadership Conference to the Affiliate.
  - k) Communicates effectively with NCTM Headquarters and ASC member by a variety of means including, but not limited to, email, fax, the Internet, and other current electronic means.
4. Serve as GCTM's advocate to NCTM.



## **Section 3: Affiliate Groups**

Affiliation is a special form of mutual cooperation that exists between a local organization and GCTM. Important benefits accrue from affiliation with GCTM by a local organization of mathematics teachers. Because of its size and wide geographical distribution, GCTM can meet its responsibilities more effectively if it works closely with other organizations having similar goal. Local organizations draw their membership from a small area and have fewer members. The real meaning of affiliation is the joining together of organizations of mathematics teachers devoted to common goals so that in cooperation they may be more effective in their work.

Requirements of Affiliation:

1. GCTM requires that each group applying for affiliation shall have a constitution and bylaws which contain:
  - a) the name of the affiliate;
  - b) a clear statement of the purpose of the organization;
  - c) a non-restrictive membership clause providing for the involvement of all persons interested in the purposes of the organization and mathematics education;
  - d) provisions for continuity of officers;
  - e) a dissolution clause that clearly takes care of excess funds in the event of dissolution;
  - f) provisions for a GCTM Representative.
2. Any group desiring to become an affiliate will submit an Affiliate Application Form accompanied by a copy of the constitution and a membership list with addresses. The application should be forwarded to the President of GCTM who will present the request to the Executive Committee for approval. After approval by the Executive Committee, the group shall be notified by the GCTM President and will receive their certificate of affiliation at the next Georgia Mathematics Conference.
3. Each GCTM affiliated group shall
  - a) submit copies of all amendments of the Affiliate's Constitution to the GCTM Executive Committee;
  - b) maintain a membership list including addresses and, if possible, a record of those who are also members of GCTM;
  - c) submit annually to the Membership Director a roster of Affiliate group officers;
  - d) send, when possible, a non-voting representative to the GCTM Executive Committee meetings;
  - e) inform members about GCTM, its programs and publications, and encourage membership in GCTM;
  - f) participate in joint membership drives when feasible.



## **Section 4: Standing Committees**

### THE EXECUTVE COMMITTEE:

1. The Executive Committee is charged with the management of GCTM. The Executive Committee should meet at least three times during the year - in the fall, winter, and spring.
2. The President or two Vice Presidents may convene a called meeting of the Executive Committee. Executive Committee members shall be notified at least seven days prior to the called meeting.
3. At called meetings, only items in the call shall be acted upon.
4. The Executive Committee shall fill vacancies that occur in constitutional offices. In the event of a vacancy the President, with approval of the Executive Committee shall appoint a member to serve the unexpired term. A Presidential vacancy shall be filled in the following order of succession: (1) President-elect or immediate past-President, (2) Executive Director.

### GEORGIA MATHEMATICS CONFERENCE BOARD:

1. The Georgia Mathematics Conference Board (the GMC Board) shall act as an agent for GCTM in organizing and conducting the Georgia Mathematics Conference (GMC).
2. The GCM Board is authorized to:
  - a) negotiate contracts for the GMC in the name of GCTM;
  - b) collect monies for registration, exhibits and sales;
  - c) authorize payments for services provided to the GMC;
  - d) conduct the general business of the GMC.
3. The GMC Board shall conduct all its business in accordance with its own Policies. The Executive Committee must approve the GMC Policies and changes to the Policies. The GMC Policies shall be an appendix of the Policies of GCTM. (Appendix A: Policies of the GMC Board)
4. The GMC Board will prepare a budget in accordance with the GMC Policies. Said budget will become appropriate line items in the GCTM budget.
5. Monies collected for the GMC shall be deposited into the GCTM checking account.



### CONFERENCE PROGRAM COMMITTEE:

1. The Chair of this committee will be known as the Program Chair for the next GMC and is appointed by the President with Executive Committee approval. See GMC Policies for more information.
2. Members of the committee are the Immediate Past President or the President-elect, the Conference Coordinator, the Regional Representatives and others as deemed necessary.
3. The Conference Program Committee initiates the speaker enlistment process. The Program Chair coordinates sending of speaker invitations and receives the subsequent confirmations.

### MEMBERSHIP COMMITTEE:

1. The chair of this committee will be the Membership Director.
2. Members of the committee are the Membership Director, the Vice President for Regional Services, the Regional Representatives, and others as deemed necessary.
3. The committee shall engage in regular membership drives and continuous solicitation for members. Membership drives may be conducted jointly with NCTM.
4. The committee shall, at least annually, review current membership policies;

#### Regular membership:

1. The term for regular membership shall be 1 year, the term to begin in the month in which the Membership Director processes the membership application.
2. The dues for regular membership shall be \$20.

#### Life membership:

1. Members in good standing may become Life Members at a cost of 20 times the regular dues.
2. Each Past President of GCTM will be awarded a Life Membership.

#### Student membership:

1. College juniors or seniors enrolled in a teacher-training program in mathematics in Georgia are eligible for free membership, if a current member signs the application form.
2. Full-time graduate students who are not currently employed as a K-12 teacher may have free electronic membership OR pay a reduced rate (one-half) for regular membership.
3. All other students shall pay the regular dues.

### NOMINATION AND ELECTIONS COMMITTEE:



## **Georgia Council of Teachers of Mathematics Policies**

1. The Nominations and Elections Committee will consist of at least three members appointed by the President, with the President and Executive Director as ex-officio members. At least one of the three appointed members should be a past president, who, if available, will serve as the Chair of the committee. The Committee will be appointed at the Fall Executive Committee Meeting prior to the election year.
2. The Nominations and Elections Committee will solicit nominations from the membership of GCTM for elected offices in the appropriate years as specified in the Constitution. Whenever possible, the committee will secure two nominees for each office.
  - a. Each nominee, when approached by the Committee, will be provided with a copy of the GCTM Policies or a subset pertinent to that particular office.
  - b. The Committee will strongly encourage each nominee to have a statement of support from the nominee's employer.
  - c. The Committee will present the slate to the Executive committee at its January meeting of an election year.
3. The Executive Director will prepare the ballot and accompanying biographies for bulk rate mailing by 15 March. The Executive Director must receive the ballot by April 25 of the same year.
4. The Executive Director's complete ballot will be given to the President before ballots are mailed. This ballot is only for use in the event of a tie vote.
5. The Executive Director and 2 members of the Nominations and Elections Committee or 2 Past Presidents will meet for the purpose of validating and counting ballots. They will then report the election results to the Executive Committee. The President or his designee will notify nominees of the election results prior to the publication of the results.
7. Results of the election are to be published on the GCTM website and in the next issue of Reflections.

### **PUBLICATIONS COMMITTEE:**

1. The Chair of this committee will be the Publications Editor.
2. Members of this committee are the Publications Editor, the Webmaster, and others as deemed necessary.
3. This committee assists the Council Publications Editor in publishing the GCTM newsletter, Reflections and other publications approved by the Executive Committee.

### **HONORS AND AWARDS COMMITTEE:**



## **Georgia Council of Teachers of Mathematics Policies**

1. The Chair of this committee will be the Vice President for Honors and Awards.
2. Members of this committee are the Vice President for Honors and Awards, the Regional Representatives, the Vice President for Regional Services, the Vice President of Advocacy, and others as deemed necessary.
3. This committee shall oversee the nominations and selection of recipients and presentation of GCTM awards. See Appendix B for more information.

### FINANCE COMMITTEE:

1. The Chair of this committee will be the Treasurer.
2. Members of this committee are the Treasurer, the President, the President-elect or immediate Past-President, the Publications Editor, and others as deemed necessary by the Treasurer.
3. This committee is charged with developing a budget for GCTM for each fiscal year. In particular, the committee is to solicit input from other GCTM officers and/or standing committees regarding specific budget items of GCTM Policies Section 2. K.
4. This committee will develop a budget that will be presented to the Executive Committee.

### TOURNAMENT COMMITTEE:

1. The Chair of this committee will be the Vice President for Competitions.
2. Members of this committee are the Vice president for Competitions, the Tournament Secretary, chairs of sub-committees, and others as deemed necessary.
3. These committees will oversee all tournaments sponsored by GCTM.