



# **GCTM**

# **Policies**



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## 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. Executive Committee members and those referenced by the constitution, policies, or Executive Committee directives may enter into contracts subject to the following provisions.
- 10) Contracts must be related to fulfilling the duties and obligations set forth in the constitution, policies, or Executive Committee directives.
  - a) Contracts for amounts of \$500 or less do not require specific authorization of the Executive Committee.
  - b) 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.
  - c) 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) When an issue requires committee action before the next regularly scheduled meeting the chair may convene and conduct an electronic meeting. The chair must:
  - a) Notify committee members of the meeting.
  - b) Clearly state the motion to be decided.
  - c) Provide a reasonable period of time for discussion.
  - d) Establish a mechanism and window for time for the members to vote. The members shall direct their votes to the committee's secretary.

A simple majority of eligible voting members must approve the motion for it to pass.

The committee secretary shall:

  - a) Report the result the committee members within three business days at the close of voting.
  - b) Report the motion and the roll call of votes at the next regularly scheduled business meeting.
- 16) 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:
  - a) Standing committees:
    - i) Finance Committee, Membership Committee, Honors and Awards, Nominations and Election Committee, Publications Committee, Mathematics Tournament Committee, and Summer Academies Committee.
  - b) 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
    - viii) Membership Director
    - ix) Information Technology Director
    - x) Georgia Mathematics Conference Board Chair
  - c) Recommend individuals for appointment to the positions of Conference Coordinator, Tournament Secretary, Conference Board Chair, and Program Chair as vacancies occur.
  - d) In consultation with the GMC Board Chair, recommend individuals for appointment to the Georgia Mathematics Conference Board, and to the GMC Program Committee with the advice of the Program Chair.
  - e) 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.
  - f) Appoint ad hoc committees as needed.
- 3) Recommend to the Executive Committee which Vice President offices will be filled by election.
- 4) Plan the annual business meeting to be held during the Georgia Mathematics Conference. See that 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 Affiliate Services Committee 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) Work with the Executive Director to send “thank-you” letters to outgoing Executive Committee and GMC Board members 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.
- 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 Information Technology Director 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, and (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 February and 28 February.
- 17) Upon leaving office, review these duties and responsibilities and give any written suggestions to the Vice President for Constitution and Policies within 30 days.

## **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.
- 5) Upon leaving office, review these duties and responsibilities and give any written suggestions to the Vice President for Constitution and Policies within 30 days.





### **C. Vice President for Constitution and Policies**

- 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 Policies 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.
- 8) Receive from all out-going officers a review of their duties and responsibilities and prepare suggestions for changes for the next executive committee meeting.
- 9) Coordinates with organizations who wish to affiliate with GCTM by:
  - a) Encourage appropriate groups to become affiliates.
  - b) Receive applications from interested groups, verifying their information, and making recommendations to the President for Executive Committee approval.
  - c) Request annually from GCTM Affiliate groups a roster of the Affiliate officers.
  - d) Maintain records as identified in Section 3.3.
- 10) Upon leaving office, review these duties and responsibilities and give any written suggestions to the new Vice President for Constitution and Policies within 30 days.

### **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, if the President or Executive Director cannot attend.
- 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) Insuring the formation of an all-state team to compete in the American Regions Mathematics League (ARML) national championship;
  - b) Selecting coaches for the team;
  - c) Coordinating funding for this team's trip to the competition.
- 7) Upon leaving office, review these duties and responsibilities and give any written suggestions to the Vice President for Constitution and Policies within 30 days.

### **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.
- 5) Contribute to eReflections each year.
- 6) Selected from within the current Regional Representatives.
- 7) Upon leaving office, review these duties and responsibilities and give any written suggestions to the Vice President for Constitution and Policies within 30 days.

### **F. Vice-Presidency 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.
- 3) Upon leaving office, review these duties and responsibilities and give any written suggestions to the Vice President for Constitution and Policies within 30 days.



## **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, the Dwight Love Award, the Bill Bompert Award, the Excellence in Teaching Awards, and The Friend of Georgia's Teachers of Mathematics Award.
- 3) Upon leaving office, review these duties and responsibilities and give any written suggestions to the Vice President for Constitution and Policies within 30 days.

## **H. Secretary**

- 1) Keep records of transactions at GCTM meetings:
  - a) Take minutes of the business meeting of GCTM at the GMC.
  - b) Take minutes of all meetings of the Executive Committee.
  - c) Distribute copies of said minutes to members of the Executive Committee within 15 working days.
  - d) 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.
- 3) Upon leaving office, review these duties and responsibilities and give any written suggestions to the Vice President for Constitution and Policies within 30 days.

## **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  $4k + 2$ .

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 15th 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) Make a membership report at regular meetings of the Executive Committee, and for publication in each issue of Reflections.
- 8) Work with the Information Technology Director to coordinate an accurate online database and to obtain online renewals.
- 9) Cooperate with the Council Publications Editor and Information Technology Director in regards to publishing the information about membership.
- 10) Upon leaving office, review these duties and responsibilities and give any written suggestions to the Vice President for Constitution and Policies within 30 days.

## **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 NCTM Affiliate Services Committee 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 Affiliate Services Committee of NCTM.
- 8) Transfer all records and equipment not needed for audit to the incoming Executive Director by 1 February; all remaining records should be transferred by 28 February.
- 9) Perform all duties as specified by Nomination and Elections Committee.
- 10) Write “welcome letters” to new officers of the Executive Committee and Conference Board.
- 11) Work with the President to send “thank-you” letters to outgoing Executive Committee and GMC Board members in a timely manner.
- 12) Manage Performance Learning Units for courses administered by the Executive Committee and/or Conference Board.
- 13) Upon leaving office, review these duties and responsibilities and give any written suggestions to the Vice President for Constitution and Policies within 30 days.

## **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 Conference Board Chair, the Summer Academies Director, 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 June 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 January.
- 7) Provide blank deposit slips to the GMC Registrar.
- 8) By 1 February, complete the books to date and submit the books to be evaluated. (The evaluation should be finished by 28 February.)
- 9) Prepare and file tax forms as needed.
- 10) Serve as registered agent of GCTM, Inc.
- 11) Maintain corporate office of GCTM, Inc.



- 12) File Annual Renewal of Incorporation with GA Secretary of State. (March)
- 13) Ensure that bank signature cards for all accounts and investments are kept current as officers change.
- 14) Maintain GCTM funds in accounts and investments as approved by the Executive Committee.
- 15) 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.
- 16) Insure that a full external audit is conducted at least every 5 years.
- 17) Upon leaving office, review these duties and responsibilities and give any written suggestions to the Vice President for Constitution and Policies within 30 days.

## **L. Council Publications Editor**

- 1) Publish two issues of Reflections each year, and review the annual publication developed by the Georgia Mathematics Conference Board.
- 2) Publish at least three issues of the GCTM newsletter each year.
- 3) Work with Information Technology Director to post each issue of Reflections online.
- 4) Solicit articles for Reflections by issuing a call for manuscripts in running publications or on the GCTM website.
- 5) Issue reminders to persons from whom the editor expects to receive an article or column.
- 6) Establish and announce deadlines for submission of articles for Reflections or columns in the newsletter.
- 7) Distribute copies of Reflections as follows:
  - a) Arrange to contact each GCTM member with a copy of the issue or a link to where the journal is published on the GCTM website.
  - b) The President of NCTM, the Executive Director of NCTM, the chair of the editorial panel of the NCTM publication “Mathematics Teacher: Learning and Teaching PK-12”, the NCTM Southeastern Representative, and the Chair of the NCTM Affiliate Services Committee each receive a link to where the issue is published on the GCTM website.
- 8) Serve as Chair of the Publications Committee, which is composed of the Publications Editors (including the Conference Program chair), the Publications Editor intern when appropriate, Information Technology Director, at least two Regional Representatives, and others determined by the Executive Committee. The Council Publications Editor is to make recommendations to the President regarding appointments to this committee.
- 9) Suggest publications other than Reflections to be published by GCTM. Such publications require approval by the Executive Committee.
- 10) Upon leaving office, review these duties and responsibilities and give any written suggestions to the Vice President for Constitution and Policies within 30 days.



## **M. Information Technology Director**

- 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 are appropriate.
- 4) Serve on the Council Publications Committee.
- 5) Upon leaving office, review these duties and responsibilities and give any written suggestions to the Vice President for Constitution and Policies within 30 days.

## **N. Regional Representatives**

- 1) Serve as communication liaison with the Executive Committee.
- 2) Serve in at least one of the following positions:
  - a) Vice President for Regional Services (see Policy E.)
  - b) Member Liaison (see N.3 under Regional Representatives)
  - c) Social Media Coordinator (see N.5 under Regional Representatives)OR  
Serve in at least two of the following capacities:
  - d) GMC Program Committee member
  - e) GCTM Membership Committee member
  - f) Honors and Awards Committee Member
  - g) eReflections liaison on Publications Committee
  - h) or other committee or responsibility as designated by the President.These positions will be reviewed annually.
- 3) Member Liaison
  - a) Contact Vice Presidents of the GCTM Executive Committee and Summer Academies Director to find areas where volunteers can serve in the organization.
  - b) Assist the GMC Volunteer coordinator filling needed volunteers at GMC.
  - c) Create and update content for the Volunteers page on the GCTM website.
  - d) Sponsor frequent membership promotions through emails, social media, and with the assistance of the other Regional Representatives.
  - e) Be the liaison between volunteers who sign up on the volunteer website form and the various Vice Presidents of the GCTM Executive Committee. The volunteer form should be checked bimonthly and volunteers should be followed up with in a timely manner.
  - f) Upon leaving office, review these duties and responsibilities and give any written suggestions to the Vice President for Constitution and Policies within 30 days.





- 4) Social Media Coordinator
  - a) Post to GCTM social media sites on a regular basis including but not limited to: advertising for Summer Academies, GMC, Math Tournaments, Advocacy, Honors and Awards, and release of eReflections.
  - b) Maintain regular sharing of quality resources and discussions on social sites.
- 5) 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.
- 6) Work at the Membership table at the GMC.
- 7) Contribute at least one article a year for eReflections.
- 8) Assist the Vice President for Honors and Awards in securing award nominations and selecting recipients.
- 9) Actively plan, support, promote, and/or operate the Summer Academies.
- 10) Share information to region GCTM members to actively support and promote the Summer Academies, GMC, Advocacy, Tournaments, and Awards and Honors through official GCTM social media applications and/or through email contacts.
- 11) 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.
- 12) When possible, serve as an intern before taking office by attending Executive Committee meetings, by attending GMC, and by assisting the Region Representative in the performance of the above responsibilities. When the Region Representative is unable to attend, the intern will assume the role and voting responsibilities for the Region. Interns will be appointed by the President and approved by the Executive Committee.
- 13) Upon leaving office, review these duties and responsibilities and give any written suggestions to the Vice President for Constitution and Policies within 30 days.

## **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 NCTM Leadership Conference to the GCTM Executive Committee and GMC Board.
  - 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.
  - 5) Upon leaving office, review these duties and responsibilities and give any written suggestions to the Vice President for Constitution and Policies within 30 days.

## **P. Interns**

- 1) The President, with Executive Committee approval, may designate an intern for any appointed officer on the Executive Committee.
- 2) Interns may serve up to a two-year term, and may be reappointed.
- 3) Interns are encouraged to:
  - a) Assist their assigned officer in fulfilling their duties.
  - b) Attend Executive Committee meetings and add their input to discussions and procedure.
  - c) Act in lieu of their absent assigned officer to count toward a quorum at Executive Committee meetings and vote on motions which may arise.
  - d) Attend the Georgia Mathematics Conference, and assist where needed.

## **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 list of officers. 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 Executive 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 GMC 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, at least two Regional Representatives appointed by the President, 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 NCTM Representative, the Vice President for Regional Services, the Regional Representative Member Liaison, at least one other Regional Representative appointed by the President, and others as deemed necessary.
- 3) The committee shall brainstorm efforts to increase membership, report to the GCTM Executive Committee, and communicate with current members. Membership drives may be conducted jointly with NCTM.



- 4) The committee shall review current membership policies biannually.
  - a) Regular membership:
    - i) The term for Regular membership shall begin in the month in which membership is instated.
    - ii) The dues for Regular membership shall be:
      - (1) \$30 annually
      - (2) \$50 for two years
      - (3) \$120 for five years
  - b) Life membership: Members in good standing may become Life Members at a cost of \$500.
  - c) Student membership: Pre-service teachers enrolled in a teacher-training program in mathematics are eligible for a \$10 annual Student membership. Applicants should indicate their major professor when applying for membership.
  - d) Retired membership: \$20 annually.

## **Nominations and Elections Committee**

- 1) The Nominations and Elections Committee will consist of at least three members recommended by the President and approved by the Executive Committee 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 Member Liaison will serve as a member of the Nomination and Elections Committee. The Committee will be appointed at the Fall Executive Committee Meeting prior to the election year.
- 2) The Executive Committee in conjunction with the President shall determine which Vice President offices will be filled by election.
- 3) 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.
- 4) The Executive Director, in conjunction with the Information Technology Director and Publications Editor, will prepare candidate biographies and ballots for publication by 15 March. Members shall have a minimum of three weeks to cast their ballots. The election should be completed in time for reporting the results at the Executive Committee's spring meeting.
- 5) The Executive Director's complete ballot will be given to the President before ballots are disseminated. This ballot is only for use in the event of a tie vote.



- 6) The Executive Director and two members of the Nominations and Elections Committee or two Past Presidents selected by the Executive Director will validate and count ballots. Election results will be disclosed in the following order: President will notify the candidates and the Nominations Committee; after which the President will notify the Executive Committee and members.
- 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 Publications Editor intern when appropriate, the Conference Program Chair, the Information Technology Director, at least two Regional Representatives, and others as deemed necessary by the President.
- 3) This committee assists the Council Publications Editor in publishing the GCTM newsletter, Reflections, online content, the GMC Conference publication, and other publications approved by the Executive Committee.

### **Honors and Awards Committee**

- 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, at least two Regional Representatives appointed by the President, 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 Conference Board Chair, the Summer Academies Director, 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.

## **Summer Academies Committee**

- 1) The GCTM Summer Academies Committee shall act as an agent for GCTM in organizing and conducting Summer Academies.
- 2) The Chair of this committee will be known as the Director of Summer Academies and is appointed by the President with Executive Committee approval.
- 3) Members of this committee are the Vice President for Regional Services, at least one Regional Representative, the Information Technology Director, Director of Summer Academies intern (if one has been appointed), and others deemed necessary as appointed by the President.
- 4) The Summer Academies Committee is authorized to:
  - a) Negotiate contracts for the Summer Academies in the name of GCTM;
  - b) Collect monies for registration, exhibits and sales;
  - c) Authorize payments for services provided for the Summer Academies;
  - d) Conduct the general business of the Summer Academies.
- 5) The Summer Academies Committee shall conduct all its business in accordance with its own Policies. The Executive Committee must approve the Summer Academies Policies and changes to such Policies. The Summer Academies Policies shall be an appendix of the Policies of GCTM. (Appendix C: Policies for the Summer Academies)
- 6) The Summer Academies Committee will prepare a budget in accordance with the Summer Academies Policies. Said budget will become appropriate line items in the GCTM budget.
- 7) Monies collected for the Summer Academies shall be deposited into the GCTM checking account.

## **Section 5: Other Policies**

### **Non-discrimination Statement and Policy**

GCTM does not and shall not discriminate on the basis of race, color, national origin (ancestry), religion (creed), gender, gender expression, age, physical or mental disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. GCTM is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients.



## **Discriminatory Harassment Statement and Policy**

Harassment or intimidation of a client, staff person or guest because of that person's race, color, national origin (ancestry), religion (creed), gender, gender expression, age, physical or mental disability, marital status, sexual orientation, or military status is specifically prohibited and may be grounds for termination. Harassment and intimidation includes abusive, threatening or foul language or behavior. GCTM is committed to maintaining a workplace that is free of any such harassment and will not tolerate discrimination against staff members, volunteers or clients. Issues of discriminatory treatment, harassment, or intimidation on any of these bases should immediately be reported to the Executive Director or immediate supervisor and, if substantiated, prompt action will be taken.

## **Endorsement of Non-GCTM Projects**

GCTM will consider endorsing projects that are aligned with GCTM's mission and goals. The process for submitting a request for GCTM endorsement is as follows:

- 1) Individuals or organizations will submit a cover letter along with the project description, grant proposal, or other relevant materials. The cover letter must explain how the project aligns with GCTM's mission and goals and include a description of any associated responsibilities or expectations for GCTM.
- 2) The cover letter and other relevant materials should be submitted to the GCTM Executive Committee President. A committee consisting of the President, Vice President for Advocacy, and other members appointed by the Committee will review the request and make a recommendation to the Executive Committee who will then vote on approval.
- 3) Materials should be submitted to the GCTM Executive Committee President for consideration at least one month prior to the date by which an endorsement is needed.

## **Conflicts of Interest Policy**

### **Article I Purpose**

The purpose of this Conflicts of Interest Policy is to protect the interests of GEORGIA COUNCIL OF TEACHERS OF MATHEMATICS, INC. (hereinafter "Organization") when it contemplates entering into a transaction or arrangement that might benefit a private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

### **Article II Definitions**

#### 1) Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.





## 2) Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a) An ownership or investment interest in any entity with which the Organization has a transaction or contractual arrangement,
- b) A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or contractual arrangement, or
- c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or contractual arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

## Article III Procedures

### 1) Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must proactively and of one's own accord disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

### 2) Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

### 3) Procedures for Addressing the Conflict of Interest

- a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c) After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.





- d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
- 4) Violations of the Conflicts of Interest Policy
    - a) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
    - b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **Article IV Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- 1) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- 2) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## **Article V Compensation**

- 1) A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- 2) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- 3) No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.



## **Article VI Annual Statements**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- 1) Has received a copy or been instructed to look an accessible electronic copy of the conflicts of interest policy,
- 2) Has read and understands the policy,
- 3) Has agreed to comply with the policy, and
- 4) Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

## **Article VII Periodic Reviews**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- 1) Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- 2) Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

## **Article VIII Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.



