

## PART I - GENERAL POLICIES

The Georgia Mathematics Conference (GMC) is the official annual convention of the Georgia Council of Teachers of Mathematics (GCTM). The GMC is held at a time and site determined by the GCTM Executive Committee. The GMC shall be self-sustaining.

### **GMC Board Membership**

The Board of Directors of the GMC, a standing committee of the GCTM, shall be composed of

- (a) up to five ex-officio members which may include the GCTM President-elect, GCTM Immediate Past President, the GCTM President, the GCTM Executive Director, past or future Program Chairs,
- (b) the following directors to be recommended by the GMC Board and approved by the GCTM Executive Committee, (1) Director of Registration, (2) Assistant Director of Registration, (3) Director of Special Events, (4) Director of Facilities, (5) Director of Conference Promotions, (6) Director of Exhibits, (7) Director of Records, (8) Director of Technology and
- (c) others: (1) Conference Board Chair, (2) current Program Chair(s), (3) Conference Coordinator, (4) GCTM Treasurer, and (5) GCTM Webmaster.

All board members, ex-officio board members and interns must be members of the Georgia Council of Teachers of Mathematics.

A quorum will consist of the Conference Board Chair *or their designee* plus 50% of the GMC Board.

### **Length of Terms**

#### **Directors:**

Each appointed Director shall serve in the same position for four (4) years: the first year will be a non-voting internship that will coincide with the last year of the predecessor's term. Terms of office will begin on November 1.

#### **Board Chair**

The Conference Board Chair shall serve one year and shall ordinarily be a person who has had recent experience on the Board. The term of office of the Conference Board Chair will be from the end of one Conference to the end of the following Conference. (Note- Directors of Facilities, Exhibits, Special Events, and Registration have conference-intensive activity and should not be asked to serve simultaneously as Board Chair.)

## PART I - GENERAL POLICIES

### Program Chair

The Program Chair shall serve three (3) years. The first year will be non-voting (as an ex-officio member of the board) and as a member of the Program Committee. The second year the Program Chair will begin to recruit for and build the program for the subsequent year, when she/he has full responsibility for the program.

### Conference Coordinator

The Conference Coordinator shall serve three (3) years. Due to the fact that the conference coordinator receives an honorarium, the person serving as coordinator is subject to review and renewal by the Board Chair and GCTM President each of the three (3) years.

### **Inability to complete term:**

1. If a director cannot fulfill the term she/he should notify the board chair.
2. A replacement should be invited to finish the term. The length of the remainder of the term should be clearly communicated.
3. The Conference Board Chair is responsible for recommending any necessary appointments to the Executive Committee.

### **Intern Guidelines:**

Nomination Process:

1. A director notifies the board of the need for an intern in January of the director's **3rd** year. (It is not the responsibility of the director to find an intern but he/she can make a recommendation.)
2. The name of the recommended candidate and rationale for him or her to serve is presented to the Board in the subsequent May meeting.
3. The candidate is voted on at the September meeting.
4. The intern is invited to the board meeting during the annual conference .
5. The internship begins November 1<sup>st</sup>.
6. The intern works with the director during that year.

### **Meetings:**

The GMC Board of Directors shall meet at least four (4) times a year. These meetings shall occur in January, May, September, and during the annual conference or as convened by the Board Chair.

## **PART I - GENERAL POLICIES**

### **GMC Budget**

The GMC Fiscal Year shall be November 1 to October 31.

Each director, Program Chair, and Conference Coordinator shall submit a recommended budget for his area of responsibility to the GCTM Treasurer by December 1 (i.e. December 2000 for the 2002 Conference). The GCTM Treasurer will prepare and present a budget to the GMC Board for review and recommendation to the GCTM Executive Committee. A proposed budget will ordinarily be submitted to the GCTM Budget Committee at their January meeting and adopted at the May meeting.

### **Exhibits**

The Director of Exhibits will invite producers of educational materials and/or equipment to provide an exhibit at the GMC. The GMC Board of Directors will determine the exhibitor fee and any accompanying benefits.

### **Honoraria and Travel**

Honoraria and reimbursement for travel, meals, or lodging for speakers will be paid only to speakers designated by the Program Chair. Amounts shall not exceed the budget without approval by the GMC Board of Directors. Board approved expenses incurred by GMC Board members in attending Board meetings shall be reimbursed subject to the travel regulations of the Georgia Department of Education that are currently applicable with the exception of attendance at the Annual Conference. Original receipts for air travel and lodging are required for reimbursement.

### **GMC Monies**

GMC monies are part of GCTM total assets and are maintained in the GCTM account(s).

### **Conference Fees**

The Board shall determine the conference fees and any exemption from each.