

The revision clarifies and unifies the language, titles, conventions, and dates used throughout the OCTM Constitution. The revision brings the document into the 21st century so that practices are aligned with the Constitution and the Constitution is aligned with our practices.

Criteria for Change:

Unify the language, titles, writing conventions, and dates

Align the document with current practice

Align the practice to a document that has some flexibility in it

RATIONALE FOR CHANGES (and Tracking) TO THE OCTM CONSTITUTION

ARTICLE	RATIONALE
<p style="text-align: center;">Article I. Name</p> <p>The name of this organization shall be Oregon Council of Teachers of Mathematics, <i>hereinafter referred to as OCTM</i>.</p>	<p>Introducing the acronym allows for appropriate shortcuts throughout the remainder of the document.</p>
<p style="text-align: center;">Article II. Objective</p> <p>The objective of this organization shall be to further the development of mathematics education.</p>	
<p style="text-align: center;">Article III. Membership</p> <p><i>Section 1.</i> All persons interested in the objective of the organization shall be eligible for regular membership.</p> <p><i>Section 2.</i> All students who have not taught professionally and who are interested in the objective of the organization shall be eligible for student membership.</p>	
<p style="text-align: center;">Article IV. Affiliation</p> <p>The Oregon Council of Teachers of Mathematics shall be affiliated with the National Council of Teachers of Mathematics (NCTM). Officers of OCTM are encouraged to be a member of NCTM.</p>	<p>This is a new article. If it is accepted, then all subsequent Articles will be renumbered.</p>
<p style="text-align: center;">Article V. Fiscal Year</p> <p>The fiscal year shall be from July 1 to June 30, <i>hereinafter referred to as the year</i>.</p>	<p>Aligning terms of office to the fiscal year allows for consistency and smooth transitions.</p>
<p style="text-align: center;">Article IV VI. Dues</p> <p>The annual dues for regular, student, institutional, and life memberships shall be set by the Executive Board. <i>The year of membership shall coincide with the dates of the fiscal year.</i></p>	
<p style="text-align: center;">Article V VII. Districts</p> <p><i>Section 1.</i> The Executive Board shall designate no more than twenty-five districts covering the entire state, each to be represented by one or two Area Representatives as provided herein.</p> <p><i>Section 2.</i> One area will include out-of-state members and will be represented by the Vice President.</p>	<p>The convention of capitalizing the names of all Board positions will be followed.</p> <p>The word Executive will be struck throughout the document unless specifically referencing the <i>elected officers</i>.</p>
<p style="text-align: center;">Article VI VIII. Officers and Terms of Office</p>	<p>This section defines the various</p>

Section 1. Board shall refer to the appointed and elected officers and the Area Representatives.

Section 2. Officers shall refer to appointed and elected officers.

Section 3. Executive Officers shall refer to elected officers.

Section 4. Elected officers of the organization shall be: President, President Elect, Vice President, ~~corresponding~~ Secretary, Treasurer, and Treasurer Elect. Nominees for elected office shall be members of the OCTM. ~~Elected officers shall be members of the Oregon Education Association.~~

Section 5. President Elect, Vice President, Treasurer Elect, and ~~corresponding~~ Secretary shall begin their terms of office ~~on July 1st of the year they were elected. during the last Executive Board meeting of the year they were elected.~~ on July 1st of the year they were elected. The President Elect shall begin their ~~his/her~~ term of office as President the same time as the Vice President with whom ~~they he/she are~~ ~~is~~ to serve. The ~~treasurer shall begin their term of office at the beginning of the year following their election.~~

Section 6. ~~The Treasurer Elect shall begin their one-year training period at the last Executive Board meeting the year they were elected, and assume the duties of Treasurer at the beginning of the following fiscal year.~~ The Treasurer Elect shall begin his/her one-year training period on July 1 of the year he/she is elected, and assume duties of Treasurer at the beginning of the following fiscal year.

Section 7. All elected officers shall serve for a period of two years except the President Elect and the Treasurer Elect, both of whom shall serve for one year.

Section 8. Following ~~their his/her~~ term as President, the President shall serve one year as Past President.

Section 9. Appointed officers of the organization shall be: the Editor(s) of the official OCTM ~~journal~~, NCTM Representative, ~~Publicity director~~ Recognition Chairperson, ~~the Mailing Officer~~, Membership ~~secretary~~ Chairperson, Scholarship Chairperson, Northwest Math Conference Chairperson, Professional Development Cadre Chairperson, Oregon Mathematics Leadership Conference Chairperson(s), Contests Chairperson, Historian, Oregon Math Education Council Representative, Teachers of Teachers of Mathematics Representative, Webmaster, and Area Representatives, ~~instructional level representatives as required herein, and other consultants appointed by the president.~~ Other positions may be appointed by the President as needed. Elected officers and appointed officers shall be called Officers.

subgroups of the Board.

All references to beginning of term will be changed to July 1st to match the fiscal year. The term of service of Treasurer is identified in Section 6.

This section identifies more accurately the positions of the Board.

The Publicity Chairperson will now be called the Recognition Chairperson to more accurately reflect the responsibilities of this position.

<p>Changes to these appointed positions may be made at the President's discretion.</p> <p><i>Section 10.</i> The Oregon Mathematics Teacher (TOMT) is the official journal of OCTM.</p> <p><i>Section 11.</i> Appointed officers shall serve for a period of two years except Area Representatives who shall serve for three years.</p> <p><i>Section 12.</i> The terms of office of half the Area Representatives, Publicity director Recognition Chairperson, one of the Editors, and Membership secretary Chairperson shall begin the same time as that of President Elect. The terms of all other appointed officers shall coincide with that of President.</p> <p><i>Section 13.</i> The Membership of the Executive Board shall include at least one person from each of the following instructional levels: elementary, junior high or middle school, senior high, community college, and college. If one of these levels is not represented by any other officer, then and only then, the President shall appoint a representative for that level.</p> <p><i>Section 14.</i> The State Mathematics Assessment Specialist and the State Mathematics Curriculum Specialist shall serve are invited to serve as an OCTM Officers and members of the Executive Board.</p> <p><i>Section 15.</i> If any officer shall miss three consecutive regular meetings of the Executive Board, that office shall be automatically vacant. The vacancy shall be filled as provided herein.</p> <p><i>Section 16.</i> Motions that have been passed shall become policies of OCTM, except those that concern budgets and minutes.</p>	<p>The official OCTM publication is now named instead of always referring to it as "the official publication of OCTM."</p> <p>This corrects a mathematical conflict between Section 11 (a previous Constitutional change) and Section 12.</p> <p>This section clarifies how policies come into being.</p>
<p style="text-align: center;">Article VII IX. Duties of Officers</p> <p><i>Section 1.</i> The President shall call meetings of the Executive Board, implement directives of the Executive Board, guide and direct the program of the organization, nominate all appointed officers for approval by the Executive Board, act at his/her own discretion in situations considered to be emergencies, subject to later discussion and action by the Executive Board, and otherwise implement provisions of the Constitution and OCTM policy.</p> <p><i>Section 2.</i> The President Elect shall serve as an aide to the President, preside as parliamentarian and timekeeper during Board meetings, work on statewide communication and publicity,</p>	<p>The officers' duties described in the Constitution, for the most part, match the identified officers listed with the NCTM Affiliate office in their Leadership Contact Information list. The duties of all other officers are detailed in the Procedures Manual.</p> <p>Special projects might include grant writing.</p>

and work with the President on special projects as requested.

Section 3. The Past President shall serve as a consultant to the President, preside as Parliamentarian and timekeeper during Board meetings, work on statewide communication and publicity, and work with the President on special projects as requested.

Section 4. The Vice President shall assume the duties of President during their temporary absence, assume the office of President when it is vacated, and represent out-of-state members on the Executive Board. ~~and serve as chairperson of the Membership Committee~~ The Vice President shall be in charge of Area Representatives, the Nominations Committee, and the election process. If there is a conflict of interest, President Elect or Past President shall be in charge of the Nominations Committee and the election process.

Section 5. The ~~corresponding~~ Secretary shall keep an accurate record of minutes of meetings of the Executive Board and update the policies of OCTM at the conclusion of each fiscal year.

Section 6. Treasurer shall be responsible for collection and payment of funds, maintain the financial records of the organization, train the incoming Treasurer Elect from the time of his/her election until he/she assumes office as Treasurer, prepare, with the assistance of the Budget Committee, the annual budget, obtain the biennial review, prepare the annual financial report for each year he/she is in office, and file the annual tax return, ~~and serve on the Membership Committee.~~ Treasurer shall chair the Budget Committee.

Section 7. The Membership ~~secretary~~ Chairperson shall keep a record of membership, maintain mailing lists and coordinate mailings. ~~with the a Mailing and serve on the Membership Committee.~~

Section 8. The Area Representatives shall assist in the annual membership drive, assist in the planning and carrying out of programs, assist the Editors by obtaining information about activities in their areas and otherwise serve as liaisons between their areas and the Executive Board.

Section 9. The Editor(s) of TOMT shall be ~~chief Editor(s) of TOMT, and serve as chairperson(s) of the Editorial Committee~~ responsible for all aspects of publishing the professional journal.

Section 10. The NCTM Representative shall serve as liaison with the NCTM.

Section 11. The ~~Publicity director~~ Recognition Chairperson shall

We don't have a membership committee so it is suggested that we strike this.

Budget Committee is defined in Article XI, Section 3.

The Publicity Chairperson will

<p>be in charge of OCTM publicity, and advertising, and serve as chairperson of the Publicity Committee OCTM recognition including Math Education awards, Presidential Awards for Excellence in Math and Science Teaching, and serve as chairperson of the Recognition Committee.</p> <p>Section 12. The Mailing Officer shall maintain OCTM mailing lists and be responsible for all OCTM mailings.</p> <p>Section 13. The Oregon Department of Educate State Mathematics Specialists shall serve be invited to serve on the OCTM Board as liaisons with the Oregon Department of Education.</p> <p>Section 14. The instructional level representatives are to serve as representatives for their levels of instruction on the Executive Board.</p> <p>Section 15. The Scholarship Chairperson shall recommend criteria for granting OCTM scholarships, chair the Scholarship selection Committee, and publicize the scholarship selections. The duties of other Officers shall be defined in the Procedures Manual.</p>	<p>now be called the Recognition Chairperson to more accurately reflect the responsibilities of this position. Other publicity work will be part of the work of the President Elect, President, and Past President.</p> <p>The Mailing Officer's job description will be moved to the Procedures Manual.</p> <p>This references Article VIII, Section 13.</p>
<p>Article VIII X. Elections and Vacancies</p> <p>Section 1. A regular election of officers shall be held once a year prior to the last Executive Board meeting. The annual election of officers shall be held prior to the last Board meeting of the fiscal year.</p> <p>Section 2. The Vice President and corresponding Secretary shall be elected in odd-numbered years; the President Elect and Treasurer Elect shall be elected in even-numbered years.</p> <p>Section 3. The President shall appoint a nominating committee of at least three members. Any ten OCTM members may nominate another member for office by a written notice to the committee by January 1 December 1. This provision of the Constitution shall be announced in the first issue of TOMT the official OCTM publication each year. Additional nominations may be made by the committee.</p> <p>The list of candidates shall be complete by December 1 at least six weeks prior to the date on which the ballots are due, as designated by the nominating committee. At least two nominations shall be made for each office to be filled. No member shall be nominated for more than one office in an election.</p>	<p>December 1 deadline provides time for the Vice President to prepare the slate of officers article for the January 1 due date for inclusion in March/April TOMT issue.</p>

Section 4. If a special election is necessary, the election procedure shall be set by the [Executive Board](#).

Section 5. No member shall hold two elected offices simultaneously.

Section 6. All elections shall be by ballot.

Section 7. In all elections, publicity of candidates ~~and~~ shall consist of a picture, a statement of views, and a list of qualifications of each candidate. Such materials shall be sent to all OCTM regular and student members at least two weeks prior to the date on which ballots are due.

Section 8. A plurality of all votes cast shall constitute the election of a candidate to office.

Section 9. When the office of [President](#) is vacated [prior to the end of a term](#), the office shall be assumed by the [Vice President](#). If the office of the [President Elect](#) is vacated, the vacancy shall be filled by a special election. In the event that an elected officer assumed another elected office, a special election shall be held to fill the vacancy left.

In other cases of a vacancy occurring in an elected office, the vacancy shall be filled either by appointment by the [Executive Board](#) or by a special election which shall be authorized by the [Executive Board](#). In the case of a vacancy in an appointed office, the [President](#) shall nominate a replacement for approval by the [Executive Board](#).

An officer who has assumed a vacated position shall serve out the remainder of the term of the officer who was replaced.

Article IX- XI. Committees

Section 1. [The President shall appoint such standing committees as shall be required to carry out the functions of the Board.](#)

~~Standing committees shall be: The Executive Board, the Membership Committee, the Editorial Committee, and the Publicity Committee.~~ All members of standing committees shall be members of OCTM.

Section 2. ~~The Executive Board. The chairperson shall be the president. Other members shall be the other officers.~~ The [Executive Board](#) shall have four regular meetings during the year, the first meeting to be held before October 1, and the last meeting no earlier than April 1. Special meetings may be called at the discretion of the [President](#). The duties of the [Executive Board](#) shall be to implement provisions of the [Constitution](#), to establish

OCTM policy, act in an advisory capacity to the President and other members of the Executive Board, approve appointments proposed by the President, and approve the annual budget.

Section 3. Budget Committee: The Budget Committee, chaired by the Treasurer, shall meet at least once a year to develop the budget for the next fiscal year and to update the long-term budget. Minutes shall be kept of the budgetary decisions and rationale.

~~*Section 4. Membership Committee:* The chairperson shall be the Vice President. Other members shall be the Membership secretary Chairperson, the Treasurer, and the Area Representatives. The Membership Committee shall be responsible for the annual membership drive.~~

~~*Section 4. Editorial Committee:* The chairperson(s) shall be the Editor(s) of TOMT the official OCTM publication. The Editorial Committee shall publish the official OCTM publication of TOMT at least four times during the year.~~

~~*Section 4. Publicity Recognition Committee:* The chairperson shall be the publicity director Recognition Chairperson. Remaining members shall be appointed by the Chairperson. The Publicity Recognition Committee shall be responsible for reviewing nominations and voting of OCTM publicity Math Education Awards during spring Board meeting. and advertising as designated by the Executive Committee.~~

Section 5. Scholarship Committee: The Scholarship Committee shall be responsible for advertising and making decisions concerning OCTM-sponsored scholarships.

Section 6. Nominating Committee: The Nominating Committee, chaired by the Vice President, shall perform duties according to Article X, Section 3.

A Membership Committee has not been utilized so this section will be struck.

Article X XII. Finance

~~*Section 1.* The fiscal year of the organization shall be July 1 to June 30, herein referred to as "the" year."~~

Section 1. The annual budget for the next year shall be submitted for approval to the Executive Board at its last meeting of the prior current fiscal year.

Section 2. Financial records shall include a check register, an

account for each general item of budgeted income and expense, **electronic storage devices**, and such additional records as the **Executive Board** may direct.

Section 3. Financial records for each year shall be preserved for at least three years following the conclusion of that year.

Section 4. All funds spent on expense accounts shall be accounted for to the **Treasurer** ~~before~~ **prior to** July 10 for the ~~preceding~~ **just completed** year.

Section 5. The outgoing **Treasurer** shall turn over all financial records within one month of the date on which the new **Treasurer** assumes office.

Section 6. The **Treasurer** shall submit the financial records for review at the end of each odd-numbered year.

Section 7. **Monitoring of all accounts shall be done by both the Treasurer and the President on a quarterly basis.**

Section 8. The annual financial report shall be presented at the first meeting of the year. The biennial review shall be submitted by the **Treasurer** to the **Executive Board** ~~by the fall Board meeting~~ **no later than November 1** of the following year.

Section 9. In the event of dissolution of this organization, any and all funds remaining after outstanding obligations are satisfied ~~will~~ **shall** be transferred to **the** National Council of Teachers of Mathematics.

Section 10. Any expenses in excess of \$500 not specifically addressed in the annually adopted ~~OCTM~~ budget must be approved by a majority vote of the ~~OCTM~~ **Executive Board**, or in emergency situations, by a majority vote of the ~~OCTM elected officers~~ **Executive Officers**. ~~as outlined in Article VI VIII, Section 1.~~

Article ~~XI~~ XIII. Amendments

Section 1. This **Constitution** may be amended at any regular election.

Section 2. Amendments to the **Constitution** may be proposed by the ~~Executive~~ Board or by any member of the OCTM who submits the proposed amendment to the ~~Executive~~ Board with the signatures of at least 30 members. This provision ~~of the Constitution~~ shall be announced in the first issue of the **TOMT** official OCTM publication each year.

Section 3. Any proposed amendment received by petition on or

The date has been changed to

before ~~January 1~~ **December 1** must be submitted for vote ~~by the~~ of membership in the regular election of that year. ~~Such proposals received after January 1 will be voted upon in the regular election of the next year unless the Executive Board decides to submit them in the year received.~~

~~Section 4. The President shall appoint committees to prepare pro and con arguments to be submitted to all OCTM members. This requirement may be waived by the unanimous consent of those voting at an Executive Board meeting. The proposed amendments and arguments must be submitted to the members at least two weeks before the ballots are due.~~

Section 4. The assent of at least two-thirds of the members voting on the amendment is required for its acceptance. The amendment becomes effective on July 1 following the election ~~when~~ **at which** it was approved.

accommodate the due dates for TOMT.

Do we want to consider striking the part about pro and con arguments. We stopped doing this many years ago (prior to November 1993).