

The Bylaws
of
The Arizona Association of Teachers of Mathematics

BYLAWS

Article I – Membership

Section 1. Members in good standing are considered active members of AATM.

Section 2. Active members have the right to attend meetings, be heard at these meetings, and receive all communications and publications of AATM.

Section 3. Only active members shall make motions, vote, and hold office in AATM.

Article II – Board of Directors

Section 1. Five regional vice presidents will serve on the Board. They will represent the following clusters of counties, East Central (Gila, Graham, Greenlee, and Pinal), West Central (LaPaz, Mohave, Yavapai, and Yuma), North Eastern (Apache, Coconino, and Navajo), Maricopa, Southern Arizona (Cochise, Pima, and Santa Cruz).

Section 2. The president-elect shall have served on the Board for a minimum of one year prior to assuming office.

Section 3: The officers of AATM shall be elected by a vote of the membership conducted prior to the Annual Meeting.

Section 4. All officers shall be installed at the Annual meeting.

Section 5. The term of office for the presidency is four years, one year as president-elect, two years as president, and one year as past president. In the event of the vacancy of the office of president, the president-elect/past president will assume the position of president for the duration of that term.

Section 6. The term of office for all positions other than president shall be two years. In the event of a vacancy of an office of the Board, other than the Office of President, the Board shall fill the position for the duration of the term from among the membership.

Article III – Duties of the Officers, Appointed Members and Committees

Section 1. The duties of the officers shall be as follows:

- (a) The president shall be the Executive Officer of AATM, and shall
 - (i) preside over the Annual Meeting and all Board meetings
 - (ii) appoint a treasurer as well as committee chairs and organizational representatives to serve on the board.
 - (iii) perform such other duties as usually pertain to the office of president.
 - (iv) be responsible for the transfer of all records to the next administration at the end of his/her term of office, and
 - (v) serve as the representative to state and national organizations that are affiliated with the mission of AATM.

- (b) The past president/president-elect, in the absence of the president, shall assume the president's duties. He/she shall take on duties as assigned by the president.
- (c) The regional vice presidents shall represent their regions as members of the Board. The regional vice presidents shall
 - (i) participate in all Board activities,
 - (ii) promote the mission of AATM within their regions by fostering a collaborative mathematics education community,
 - (iii) have on-going communication with his or her Regional Center as defined by the state of Arizona,
 - (iv) disseminate information on professional development opportunities and on current research and best practices regarding the teaching, learning and assessment of mathematics,
 - (v) solicit nominations for elections and awards committees, and
 - (vi) contribute to the AATM newsletter on a regular basis.
- (d) The secretary shall
 - (i) keep the minutes of the Board meetings and of the Annual Business Meeting,
 - (ii) maintain correspondence as needed,
 - (iii) archive all records of the organization, and
 - (iv) transfer all records to the next secretary at the end of the term of office.
- (e) The treasurer shall
 - (i) prepare an annual budget,
 - (ii) keep record of all financial accounts of AATM,
 - (iii) make a financial report at Board meetings and the Annual Meeting,
 - (iv) be bonded with bond cost paid by AATM,
 - (v) submit AATM's financial records for an audit in the interval between the Annual Meeting and the next Board meeting unless otherwise instructed by the Board,
 - (vi) file the treasurer's report with the National Council of Teachers of Mathematics in a timely manner,
 - (vii) submit appropriate federal and state forms, and
 - (viii) pay affiliation dues.
- (f) The NCTM Representative shall
 - (i) represent AATM at the NCTM Annual Meeting and Exposition,
 - (ii) forward communication to and from NCTM,
 - (iii) annually update the membership on NCTM news and activities, and
 - (iv) coordinate NCTM related activities.

Section 2. Appointed Members of the Board

- (a) The appointed members of the Board shall consist of the chairpersons of committees and representatives to and from other related organizations.
- (b) The standing committees are membership, publications, conference, state contests, awards, website and social media, and elections.
- (c) The Board may determine if other committees are needed to achieve the mission of AATM.

Section 3. Duties of the Committees of the Board

- (a) All committees and chairpersons will follow the policies and timeline set by the Board.
- (b) The membership chairperson shall maintain the official list of members of AATM and shall be responsible for planning a program of continuous recruiting of new members to AATM and to the National Council of Teachers of Mathematics. The membership chairperson serves on the conference committee.
- (c) The publications committee shall consist of the chairs of the Newsletter, the Journal and other publications.
- (d) The conference chairperson is responsible for appointing committees and overseeing the work of the committees in regards to the annual conference/meeting.
- (e) The state-contest committee shall consist of individuals who publicize and coordinate local and state-level contests.
- (f) The website and social media committee is responsible for maintaining the website and social media efforts.
- (g) The awards committee will solicit nominations and recommend nominations for awards to the Board.
- (h) The elections committee will be responsible for soliciting nominations, selecting candidates, presenting the slate to the membership, carrying out the election process, and presenting the names of the elected officers to the Board for dissemination to the membership. The chair of the elections committee shall have served on the Board prior to chairing this committee.
- (i) A finance committee, chaired by the treasurer and composed of members of the Board, shall prepare a budget to present to the Board on an annual basis.

Article IV – Travel Reimbursement

Section 1. All members of the Board traveling more than 50 miles one-way to attend a Board meeting or to represent AATM may be reimbursed for mileage and hotel. The rate for reimbursement may not exceed the state reimbursement mileage and lodging rate.

Section 2. All reimbursements are subject to available funds.

Section 3. Travel reimbursement may be extended to such other persons as the Board may direct.

Section 4. Travel reimbursement for a maximum of two Board members shall be allotted for individuals representing AATM at the NCTM Annual Meeting and Exposition. The reimbursement is limited to the amount allocated in the approved budget.

Article V – Amendment Procedures

Section 1. The Bylaws of AATM may be amended by a vote of two-thirds of the Board providing that the procedures indicated below have been followed.

- (a) Board members are notified in writing at least two weeks in advance of the meeting date that the amendment will be presented for discussion and vote, or

(b) The amendment is presented at one Board meeting for discussion and then voted on at the next regular Board meeting.

Section 2. Amendments to the Bylaws shall be made available at the next regularly scheduled Annual Business meeting of AATM.