

CONSTITUTION

Association of Mathematics Teacher Educators of Alabama

Article I: Name

The name of this non-profit association shall be Association of Mathematics Teacher Educators of Alabama, hereinafter referred to as AMTEA.

Article II: Affiliations

Upon the adoption of this Constitution, the Board of Directors will seek affiliation of AMTEA with the following organization which shares its goals and purposes:

Association of Mathematics Teacher Educators (AMTE)

AMTEA may affiliate with other organizations, subject to the approval of a majority of those AMTEA members voting. Voting will be by a ballot sent to all regular members. The ballot (paper or electronic), will be accompanied by statements supporting affiliation and non-affiliation.

Article III: Purposes and Goals

The purpose of AMTEA is to encourage and facilitate the improvement of mathematics teacher education across the state of Alabama. The goals of the organization are as follows:

- A. Promote leadership among mathematics teacher educators in the broader mathematics education community;
- B. Encourage research related to mathematics teacher education, especially research that identifies factors that contribute to improving the preparation and professional development of mathematics teachers at all levels;
- C. Encourage and support programs for prospective teachers at all grade levels, especially for members of traditionally underrepresented populations;
- D. Facilitate communication and collaboration among mathematics teacher educators between and within all educational levels;
- E. Coordinate activities and work collaboratively with other associations, organizations, and governmental (national, state, and local) units to

strengthen the mathematical, pedagogical, and clinical preparation of mathematics teachers at all levels (P-college);

- F. Facilitate collaboration among mathematics teacher educators who are members of different academic units, such as departments of mathematics and departments of education;
- G. Encourage and organize programs and meetings focusing in issues related to the preparation, certification, and professional development of mathematics teachers; and
- H. Foster the incorporation of appropriate technology into teacher education programs and professional development opportunities in mathematics at all levels (P - college).

Article IV: Membership

Section 1: Types of Membership

- A. Regular membership shall be open to all individuals who are interested in the goals of AMTEA as stated in Article III.
- B. Institutional membership shall be open to all organizations who are interested in the goals of AMTEA as stated in Article III.
- C. Student membership shall be open to all individuals who are interested in the goals of AMTEA as stated in Article III and who are currently enrolled in a graduate program related to mathematics teacher education.
- D. Retiree membership shall be open to all retired individuals who are interested in the goals of AMTEA as stated in Article III and who would have been eligible as a regular, institutional, or student member prior to retirement.
- E. Membership in good standing is activated upon the receipt of a completed application and designated dues.

Section 2: Privileges of Membership

- A. Regular and retired members shall be eligible to vote, hold office, receive publications, and participate in all activities of the organization.
- B. Student members shall have all the same rights and privileges as regular members.
- C. Institutional members shall have all the same rights and privileges of regular and student members, except the right to vote and hold office.

Section 3: Termination of Membership

- A. A member may resign by submitting a letter of resignation to the Board of Directors or to any member of the Board of Directors. Such resignation shall be effective upon receipt or upon date specified in the letter of resignation.
- B. Membership shall be terminated upon the non-payment of dues. If dues have not been received within six months of the beginning of the fiscal year, membership shall be terminated.

Article V: Elected Officers and Duties

A. Officers

The elected officers of AMTEA shall consist of President, President-Elect or Immediate Past President, Secretary, Treasurer, and a minimum of three Members-At-Large. All officers must be AMTEA members in good standing. Student members will be eligible for any office except President-Elect or President. Newly elected officers will assume office at the end of the Annual Meeting.

B. Duties of President

The President shall ensure that the affairs of AMTEA are conducted in accordance with the constitution, bylaws, and policies of AMTEA. The President's responsibilities include, but are not limited to the following:

- (a) serve as the presiding officer at the Annual Business Meeting, Board of Directors' Meetings, and any special meetings;
- (b) coordinate the activities of standing committees;
- (c) provide leadership for the attainment of goals of the AMTEA;
- (d) serve as a liaison between AMTEA and affiliated organizations;
- (e) serve as a liaison between AMTEA and state educational agencies; and
- (f) be a member of AMTEA during the term of office.

C. Duties of the President-Elect

The President-Elect shall assist the President in ensuring that the affairs of AMTEA are conducted in accordance with the constitution, bylaws, and policies of AMTEA. The President-Elect will assume the office of President in the year following his/her election. The President-Elect's responsibilities include, but are not limited to the following:

- (a) assist the President in carrying out his/her responsibilities, and
- (b) serve in the absence of the President as needed.

D. Duties of the Immediate Past President

The Immediate Past President will serve as a resource person to the President during the year following the Immediate Past President's term of office as President. The Immediate Past President shall assist the President in ensuring that the affairs of AMTEA are conducted in accordance with the constitution, bylaws, and policies of AMTEA. The Immediate Past President's responsibilities include, but are not limited to the following: (a) advise the President and the Board of Directors, (b) assist the President in carrying out his or her responsibilities, and (c) serve in the absence of the President as needed.

E. Duties of the Secretary

The Secretary's responsibilities include, but are not limited to the following: (a) record and maintain a file of the minutes of official meetings of the association and the Board of Directors, and (b) be responsible for the internal and external correspondence of the association.

F. Duties of the Treasurer

The Treasurer's responsibilities include, but are not limited to the following: (a) ensure that all revenues and expenditures of AMTEA be in conformity with the constitution, bylaws, and policies of AMTEA; (b) maintain records of all monies received and paid in the name of the association; (c) maintain a current and accurate membership list; (d) maintain the association's non-profit status; (e) transact the financial affairs of the association upon recommendation of the Board of Directors; and (f) prepare financial reports for meetings of the Board of Directors and the Annual Business Meeting.

G. Elected Members-At-Large

The Members-At-Large shall assume those responsibilities determined by the President. There will be at least three Members-at-Large, and the number of Members-at-Large will always be odd.

H. Terms of Office

The terms of office for the Secretary, Treasurer, and Members-at-Large shall be two years. The President-Elect serves AMTEA for four years: one year as President-Elect, two years as President, and one year as Immediate Past President. The Immediate Past President shall serve in the first year of the President's term and the President-Elect shall serve in the second year of the President's term. Elected officers of AMTEA will

assume office at the end of the annual meeting at which their election is announced. The President and the Members-at-Large may not serve consecutive terms in the same office.

For the first election, an e-mail ballot shall be distributed to all those who have applied for membership in AMTEA. The vote will be determined by a simple majority of those voting. In the first election, the President, Treasurer, and one Member-at-Large will be elected for normal terms. The Secretary and the other two Members-at-Large will be elected for one year terms. The President-Elect will be elected the next year. Those elected for a one year term during the first election will be eligible to run for a full two year term during the second election.

After the first election, the President-Elect, Secretary, and some Members-at-Large shall be elected in odd-numbered years. The Treasurer shall be elected in even numbered years, along with the remaining Members-at-Large.

I. Vacancies

When a vacancy on the Board of Directors occurs, the President, with approval of the remaining members of the Board of Directors, shall designate an individual member to fill the position for the remainder of the term of office for all Board members other than the President. If the President is unable to complete his or her term of office, the President-Elect or Immediate Past President will fill the position, with the approval of the Board of Directors.

Article VI: Organization

A. Board of Directors

The Board of Directors will consist of the President, President-Elect or Immediate Past President, Secretary, Treasurer, and the Members-At-Large. The Board also includes ex-officio, non-voting members as described in the bylaws. The Board of Directors shall be the policy-making body of AMTEA. The President shall preside over all meetings.

B. Standing Committees

There shall be standing committees of AMTEA as provided in the Bylaws of the Association. Standing committee chairs and members shall be appointed by the President with the approval of the Board of Directors.

The Nominations and Election Committee shall be a standing committee of the Association.

C. Representatives to Affiliated Organizations

The President shall appoint a member in good standing to be the representative to the organizations affiliated with AMTEA. The representative must be approved by the Board of Directors and be a member of the affiliated organization. The term of the representative shall be two years.

Article VII: Meetings

A. Annual Business Meeting

AMTEA shall hold at least one Annual Business Meeting each year. All members are invited to attend the Annual Meeting.

B. Special Meetings

Special Meetings of the Association shall be called by the President at the direction of the Board of Directors or by a petition of at least 20% of the members.

C. Board of Directors

The Board of Directors shall meet at least annually, with additional meetings called by the President as necessary.

D. Parliamentary Procedure

Roberts' Rules of Order Newly Revised shall prevail at all AMTEA meetings, except as provided for in the bylaws.

E. Quorum

Quorum for the Annual Business Meeting and/or Special Meetings of the Association shall be the members present. The membership shall be notified of the time and place of a meeting at least 90 days prior to the Annual Meeting.

The presence of a majority of the Board of Directors shall constitute a quorum at meetings of the Board of Directors.

Article VIII: Nominations and Elections

Section 1: Nominations and Election Committee

- A. The President shall appoint, with the approval of the Board of Directors, a Nominations and Elections chairperson and committee as specified in Article VI.

Section 2: Elections

- A. Any member may be nominated to serve as a member of the Board of Directors. Any member may nominate herself/himself by notifying the Chairperson of the Nominations and Election Committee. The Nominations and Election Committee may solicit names of members to serve as candidates for officers and members of the Board of Directors. The Nominations and Elections Committee will establish a slate of potential officers that offers diverse representation, including geographic region and type of institution or governmental agency.
- B. Officers shall be elected by ballot prior to the Annual Business Meeting.

Article IX: Referendum

All formal actions taken by the Board of Directors shall be subject to a referendum of the membership in the following manner.

Section 1: Reconsideration

Upon presentation to the Board of Directors of a petition bearing the signatures of a minimum of 10% of the voting members, the Board of Directors shall, at a meeting called within a reasonable time, reconsider its formal action as specified by the petitioners.

Section 2: Referendum

If, after reconsideration, the Board of Directors re-affirms its action, that action shall be subject to a mail ballot of the membership within 30 days of the reconsideration. If a majority of the regular members of AMTEA who vote reject the action of the Board of Directors, that action shall become null and void.

Article X: Amendments to the Constitution

This Constitution may be amended by the following procedure:

- A. Any member in good standing may propose amendments. Amendments may also be proposed by the Board of Directors.
- B. Proposed amendments shall be submitted to the Secretary 60 days prior to the Annual Business Meeting. All members shall receive notice of the proposed amendment at least 30 days prior to the Annual Business Meeting.
- C. The Board of Directors shall present for discussion at the Annual Business Meeting all proposed amendments to the Constitution.
- D. The proposed amendment shall take effect when approved by at least 60% of those present at the Annual Business Meeting.

Article XI: Ratification of the Constitution

- A. This Constitution is ratified when it is approved by at least 60% of the members in good standing.

Article XII: Dissolution of AMTEA

- A. This Association may be dissolved only at an Annual Business Meeting. Notification of the intention to dissolve the Association shall be sent to all members in good standing prior to the meeting. The resolution for dissolution shall be discussed at the Annual Business Meeting. If the resolution to dissolve the Association is approved by more than 50% of the members in good standing at the Annual Business Meeting, then AMTEA shall be dissolved.
- B. Upon any such dissolution of the Association, all its property remaining after satisfaction of all its obligations shall be distributed to one or more non-profit funds, foundations, or corporations organized exclusively for educational purposes. Such entity must have established its tax-exempt status under Section 501(C) (3) of the Internal Revenue Code. The determination of how to distribute the funds will be determined at the meeting at which the dissolution of AMTEA is decided.

Article XIII: Internal Revenue Code

- A. This association qualifies for 501(C) (3) under the Internal Revenue Code. As such, this association is organized exclusively for charitable purposes within the meaning of section 501(C) (3) of the Internal Revenue Code.

- B. Notwithstanding any other provision of these Articles, the association shall not carry on any other activities not permitted for an organization exempt from federal income tax as an organization described in section 501(C) (3) of the Internal Revenue Code (or corresponding section of any future federal tax code.)

Ratified October 24, 2008.

BYLAWS

Association of Mathematics Teacher Educators of Alabama

Article I: Membership

Section 1: Application for Membership

Applications for membership shall be submitted to the Treasurer. Upon approval of the application by the Board of Directors and upon receipt of dues, the applicant shall become a member as specified in Article IV of the Constitution.

Section 2: Dues

The amount of the annual dues for regular members shall be established by the Board of Directors subject to approval by a simple majority of those regular members in good standing voting at the Annual Business Meeting. Dues for student and retired members shall be 50% of regular member dues. Dues for Institutional Membership for not-for-profit organizations shall be 250% of regular member dues. Dues for Institutional Membership for profitable organizations shall be 500% of regular member dues. Reduced dues may be provided for special cases to be determined on an individual basis by the Board of Directors. The fiscal year for the Association shall be from July 1 through June 30.

Section 3: Disqualification

Any member delinquent in payment of dues for a period of six months shall have her/his membership terminated.

Article II: Organization

Section 1: Standing Committees

Standing committees of the Association and their chairpersons shall be appointed by the President with the approval of the Board of Directors. The responsibilities of standing committees will be specified in the bylaws.

The Nominations and Election Committee shall be a standing committee of the AMTEA.

Section 2: Special Committees and Task Forces

Special committees and task forces of the association and their chairpersons shall be appointed by the President with the approval of the Board of Directors on an as-needed basis.

Section 3: Webmaster

A webmaster shall be appointed by the President with the approval of the Board of Directors for a period of two years. He or she shall be an ex-officio, non-voting member of the Board of Directors.

Section 4: Newsletter Editor

A newsletter editor shall be appointed by the President with the approval of the Board of Directors for a period of two years. He or she shall be an ex-officio, non-voting member of the Board of Directors.

Section 5: Board of Directors

The elected officers (President, President-Elect or Immediate Past President, Secretary, Treasurer, and Members-at-Large) serve as voting members of the Board. Ex-officio, non-voting members of the Board include the Representatives to Affiliated Organizations, the Webmaster, the Newsletter Editor, and the Chairs of the Standing Committees.

Article III: Meetings

Section 1: Annual Business Meeting

There shall be an Annual Business Meeting during a time and at a place decided by the Board of Directors. All members shall receive notice of the Annual Business Meeting at least 90 days in advance.

Section 2: Special Meetings

Special Meetings of the Association shall be announced to the membership at least 30 days in advance. A special meeting may be called by the President at the direction of the Board of Directors, or by a petition of at least 20% of the members.

Article IV: Elections

Section 1: Nominations and Election Committee

The Nominations and Election Committee shall solicit the names of members in good standing to serve as candidates, shall prepare a slate of nominees for all elected offices, and shall be responsible for distributing ballots, collecting and tallying returned ballots, and for validating the results of elections.

Section 2: Nominations

Any member in good standing, as described in Article IV, Section 2 of the AMTEA Constitution, may be nominated to serve as a member of the Board of Directors. Student members may not be nominated for President-Elect or President as stated in Article V, Paragraph A of the AMTEA Constitution. Any member may nominate her/himself by notifying the Chairperson of the Nominations and Election Committee. A member in good standing may be suggested for nomination by another member of the Association. All such suggestions for nomination shall be received by the Chairperson of the Nominations and Election Committee at least 90 days prior to the election. Any nominee's willingness to serve must be ascertained before his or her name is included on the ballot.

Section 3: Elections

The first election shall be conducted electronically. After the first election, a ballot (paper or electronic) will be sent to each member annually, at least 45 days prior to the Annual Business Meeting. The ballot will include a brief biography of each candidate. The election results shall be validated by the Nominations and Election Committee and announced at the Annual Business Meeting.

Article V: Amendments to the Bylaws

The bylaws may be amended by the following procedure:

- A. Any member in good standing may propose amendments. Amendments may also be proposed by the Board of Directors.
- B. Proposed amendments shall be submitted to the Secretary 60 days prior to the Annual Business Meeting. All members shall receive notice of the proposed amendment at least 30 days prior to the Annual Business Meeting.

- C. The Board of Directors shall present for discussion at the Annual Business Meeting all proposed amendments to the bylaws.
- D. The proposed amendment shall take effect when approved by at least 60% of those present at the Annual Business Meeting.

Article VI: Approval of the Bylaws

- A. These bylaws are approved when approved by at least 60% of the members in good standing.

Approved October 24, 2008.