

National Council of Supervisors of Mathematics Bylaws
Revised, March, 2007

Article I

Board of Directors

- Sect. 1: The Board of Directors, hereafter referred to as the Board, shall be the policy-making and executive body of the Council.
- Sect. 2: The Board shall consist of the elected officers, the appointed officers, all committee chairpersons, and a Director from each of the nine NCSM regions. The elected officers and the Regional Directors shall be voting members of the Board.
- Sect. 3: The President shall appoint and the Board shall ratify the appointment of members to fill all elected or appointed vacancies, except the Presidency, occurring between successive annual meetings.
- Sect. 4: The Board shall meet at least once a year.
- Sect. 5: A quorum shall consist of a majority of the voting members of the Board.

Article II

Duties of the Officers

- Sect. 1: The President shall:
- (a) Serve as executive officer of the Council and Board, using his/her centralizing leadership and direction to unify and focus on the continuation and furtherance of the purposes of the Council. The President shall be an ex-officio member of all committees.
 - (b) Organize and publish an agenda for Board meetings concerning topics of vital concern to the Council and provide adequate time for discussion and committee work within the stated length of time for which the Board was convened.
 - (c) Preside at all Board meetings and at the annual business meetings of the Council.
 - (d) Appoint Committee chairpersons as provided by the articles and bylaws. Each chairperson is to receive a written description of the committee task within one month of appointment.
 - (e) Forward to the NCTM Representative copies of any correspondence resulting from the NCTM-NCSM relationship.
 - (f) Work with the contractor providing membership and registration services to facilitate delivery of these services. The President shall perform a biannual performance and salary review.
 - (g) Prepare an annual report for the membership of the Council, which is to appear in the post-annual-meeting issue of the official NCSM publication.
 - (h) Make provisions for the study of the future needs and direction of the Council.
 - (i) Exercise leadership in assisting the Board to develop the on-going activities of the Council.
 - (j) Perform such other duties as shall be assigned by the Board.
- Sect. 2: The Past-President shall:
- (a) Assist the President relative to the transfer of office.
 - (b) Serve in an advisory capacity in order to enable the officers to carry out the purposes of the Council and to better serve the membership.
 - (c) Act as a major advisor to the President.
 - (d) Serve as member of the Program Committee for the annual meeting.
 - (e) Serve in lieu of the president when necessary.
 - (f) Assist the Secretary in compiling the records of the previous two years.

- (g) Assume such duties as the President and/or the Board may determine.

Sect. 3: The President Elect shall:

- (a) Serve as a member of the Program Committee for the annual meeting.
- (b) Serve in lieu of the President when appropriate.
- (c) Prior to taking office as President, prepare a list of nominees for appointments. This list is to be presented to the Board for approval at the Board meeting immediately preceding the annual meeting.
- (d) Assume such duties as the President and/or Board may determine.

Sect. 4: The First Vice President shall:

- (a) Serve as chairperson of the Program Committee for the annual meeting. The First Vice President shall appoint the members of the Program Committee which shall also include the Past-President or the President Elect, and the Second Vice President.
- (b) Serve as executive officer of the Board whenever the President, Past-President and President Elect are unavailable.
- (c) Assume such duties as the President and/or Board may determine.

Sect. 5: The Second Vice President shall:

- (a) Serve as a member of the Program Committee and as the Volunteer Recruitment and Management Chairperson for the annual meeting during the year in office.
- (b) Assume such duties as the President and/or Board may determine.

Sect. 6: A Regional Director shall:

- (a) Reside or be employed in the region represented. If during the term of office a Director moves from the region, a new Director shall be appointed by the President.
- (b) Represent the region at all Board meetings.
- (c) Organize events for members of the Council at NCTM and/or other meetings within the region as appropriate.
- (d) Plan meetings for members of the Council at any NCTM conference scheduled through December of the year the Director's term expires.
- (e) Promote membership in the Council among those eligible.
- (f) Encourage the support of Council activities.
- (g) Recommend members from the region to be considered by the Nominations Committee as candidates for offices in the Council.
- (h) Seek Glenn Gilbert National Leadership Award nominees.
- (i) Prepare written reports of regional activities to be submitted at meetings of the Board.
- (j) Write and solicit articles for official NCSM publications from Council members within the region.
- (k) Serve as a member of the Conference Committee for the annual meeting when the meeting is in the Director's region and implement publicity efforts for the conference.
- (l) Assume such duties as the President and/or Board may determine.

Sect. 7: The Secretary shall:

- (a) Keep the minutes of all business meetings of the Council and Board meetings.
- (b) Preserve the current file of minutes and records and release this file to the next Secretary.
- (c) Prepare a synopsis of Board and Council meetings to be printed in the next official NCSM publication immediately following the meeting.
- (d) Assist the Past-President in compiling the records of the previous two years.

(e) Assume such duties as the President and/or Board may determine.

Sect. 8: The Treasurer shall:

- (a) Receive and account for all monies of the Council and deposit these funds in a bank approved by the Board.
- (b) Pay all routine bills and such other debts as approved by the Board.
- (c) Prepare an Annual Financial Report which shall be submitted to the Council.
- (d) Prepare and submit the Annual Renewal of Affiliation Form to NCTM.
- (e) Submit the treasury records to the Audit Committee annually or when there is a change of Treasurer.
- (f) Assume such duties as the President and/or Board may determine.

Sect. 9: The NCTM Representative shall:

- (a) Be a member in good standing of both the Council and NCTM.
- (b) Serve as a delegate to the NCTM Delegate Assembly.
- (c) Serve as a liaison between NCTM and the Council.
- (d) Assume such duties as the President and/or Board may determine.

Sect. 10: The Journal Editor shall:

- (a) Publish and distribute annually to the membership at least two issues of the Journal.
- (b) Prepare a schedule of publication deadlines for the Journal.

Sect. 11: The Newsletter Editor shall:

- (a) Publish and distribute annually to the membership at least four issues of the Newsletter. The issues shall include an early fall issue, a pre-annual-meeting issue, and a post-annual-meeting issue.
- (b) Prepare a schedule of publication deadlines for the Newsletter.

Article III Committees

Sect. 1: The standing committees shall be Nominations, Awards, Conference and Membership.

Sect. 2: Annually, or when there is a change of Treasurer, the President shall appoint an Audit Committee for the purpose of auditing the Treasurer's records.

Sect. 3: Each committee shall have at least three members.

Sect. 4: Each committee shall prepare an annual written report to the Board prior to the annual meeting.

Article IV Nominations and Elections

Sect. 1: For the purpose of preparing a ballot of nominees for elective offices of the Council, each year the President shall appoint, with the approval of the Board, a Nominations Committee Chairperson. Each year the Chairperson shall appoint the Nominations Committee. The Committee shall include one member per region.

Sect. 2: The call for nominations shall occur through appropriate communications, including the annual meeting, the NCSM website and the two Newsletters prior to the call for nominations deadline, and shall include an abbreviated job description for each office to be filled. All members wishing to make nominations for the offices to be filled shall submit the nominees' names to the Committee no later than May 15. Biographical information on all nominees shall be requested for the Committee to select two or more

candidates for each position and secure their agreement to fulfill the duties of these positions. The list of candidates for each open position and online voting information shall be included in the Newsletter and posted on the website no later than September 15. A notification of election postcard will be mailed to members in good standing as of August 15. The ballots shall be counted and the results made known to the candidates by November 15 and then announced to the general membership.

- Sect. 3: To be counted, ballots must be submitted and received no later than due dates specified by the Nominations Committee. These dates shall be selected to enable the Committee to meet the schedule described in Article IV, Section 2 of the Bylaws.
- Sect. 4: No member shall hold more than one elective office at a time, and no member shall be eligible to serve more than two consecutive terms in the same elective office.
- Sect. 5: Voting for Regional Directors shall be restricted to those members of the Council whose mailing address is in the region.
- Sect. 6: In case of a tie vote, the Nominations Committee Chairperson shall break the tie by means of a drawing.

Article V Membership Dues

- Sect. 1: The fiscal year of the Council shall run from July 1 to June 30.
- Sect. 2: The membership year shall run for one calendar year following payment of dues.
- Sect. 3: The contractor providing membership and registration services shall publish and distribute an annual membership directory following the annual meeting.

Article VI Amendments

- Sect. 1: The Board shall be empowered to establish, amend and rescind bylaws by a vote of two-thirds of its full voting membership. (Article X, Section 2 of the Constitution).
- Sect. 2: All proposed amendments or revisions to the Bylaws shall be presented in writing to the Board.
- Sect. 3: Unless otherwise stated in the resolution, an amendment or revision shall take place immediately after its ratification.