



## CONSTITUTION

### Association of Mathematics Teacher Educators in Texas

#### Article I – Name

The name of this non-profit association shall be the Association of Mathematics Teacher Educators in Texas, hereinafter referred to as AMTE-TX.

#### Article II – Affiliations

AMTE-TX may affiliate with other organizations, subject to the approval of a majority of those AMTE-TX members voting.

#### Article III - Mission and Goals

AMTE-TX's mission is to promote the improvement of mathematics teacher education in all its aspects in the State of Texas. Specifically, its goals are to:

- A. Provide for the professional development of mathematics teacher educators at all levels;
- B. Facilitate communication and networking among mathematics teacher educators at the PreK - 12, technical and community college, Regional Service Centers, college and university levels, and other associated teacher education organizations; and
- C. Encourage, promote, and support research related to mathematics teacher education.

Methods to achieve these goals include the following:

1. Serve as a clearinghouse for ideas and resources in mathematics teacher education;
2. Organize programs and meetings focusing on issues related to the preparation and professional development of mathematics teachers;
3. Work collaboratively with Texas and national government agencies and policy-setting groups on issues related to mathematics teacher education;
4. Coordinate activities and work collaboratively with other associations and organizations concerned with the preparation and professional development of teachers of mathematics;

#### Article IV – Membership

##### Section 1: Types of Memberships

- A. Regular Membership shall be open to all individuals who are interested in the goals of AMTE-TX as stated in Article III. A person shall become a Regular Member in good standing upon receipt of a completed application and designated dues.
- B. Student Membership shall be open to all persons enrolled full-time in university coursework. A person shall become a Student Member in good standing upon receipt of a completed application and designated dues.

##### Section 2: Privileges

- A. Regular Members shall be accorded all rights and privileges normally provided members of educational and professional associations including the right to vote, hold office, receive publications, and participate in conferences and meetings.
- B. Student Members shall have the same rights and privileges as all regular members.

##### 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 a 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**

### **Section 1: Officers**

The elected officers of AMTE-TX shall consist of President, Secretary, Treasurer, President-Elect or Immediate Past President, Vice President for Conferences, Vice President for Publications, and Vice President for Advocacy. Each of the elected officers, with the exception of the President, shall be responsible for one of the six divisions of AMTE-TX: Communications and Outreach, Membership, Nominations and Elections, Conferences, Publications, and Advocacy.

### **Section 2: Terms of Office**

The terms of office for the elected officers of AMTE-TX shall be three years, except for President-Elect and Immediate Past President who shall serve one-year terms, and the President, who shall serve a two-year term. The Immediate Past President will 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 AMTE-TX shall assume office at the end of the annual meeting at which their election is announced. Elected officers may serve multiple nonconsecutive terms in a specific office.

### **Section 3: Duties of President**

The President shall ensure that the affairs of AMTE-TX are conducted in accordance with this Constitution, Bylaws, and policies of AMTE-TX; shall be the presiding officer at the annual business meeting, Board of Directors meetings and any special meetings; shall call special meetings as provided for in Section VII-2 of this Constitution; shall coordinate the activities of standing committees; and shall provide leadership for the attainment of the goals of AMTE-TX.

### **Section 4: Duties of President-Elect**

The President-Elect shall serve as assistant to the President and assume the office of President in the year following her/his election. The President-Elect shall be responsible for the Nominations and Elections Division, overseeing the yearly nominations and election process (Article VIII). The President-Elect, with the consent of the Board of Directors, shall assume the Presidency during his/her term of office upon the incapacity or unavailability of the President.

### **Section 5: Duties of Immediate Past President**

The Immediate Past President shall serve as a resource person to the President during the year following the Immediate Past President's term of office as President of AMTE-TX. The Immediate Past President shall be responsible for the Nominations and Election Division, overseeing the yearly nominations and election process (Article VIII). The Immediate Past President, with the consent of the Board of Directors, shall reassume the Presidency during the year following her/his term as President upon the incapacity or unavailability of the President.

### **Section 6: Secretary**

The Secretary shall record and maintain a file of the minutes of official meetings of the Association and its Board of Directors and shall be responsible for the Communications and Outreach Division, overseeing information shared via the Association website and social media outlets and any official correspondence of the Association.

### **Section 7: Treasurer**

The Treasurer shall ensure that all revenues and expenditures of AMTE-TX be in conformity with the Constitution, Bylaws, and policies of the AMTE-TX; shall be responsible for maintaining records of all monies received and paid in the name of the Association; shall be responsible for the Membership Division and collaborate with the membership coordinator to maintain a current and accurate membership list; shall maintain the Association's non-profit status; shall transact the financial affairs of the Association upon recommendation of the Board of Directors; and shall prepare financial reports to be presented at the meetings of the Board of Directors and at AMTE-TX's business meeting.

### **Section 8: Vice President for Conferences**

The Vice President for Conferences shall be responsible for the Conferences Division, overseeing the planning of any conferences associated with AMTE-TX.

### **Section 9: Vice President for Publications**

The Vice President for Publications shall be responsible for the Publications Division, overseeing the production of any publications associated with AMTE-TX.

### **Section 10: Vice President for Advocacy**

The Vice President for Advocacy shall be responsible for the Advocacy Division, overseeing the advocacy efforts associated with AMTE-TX.

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Approved 7/9/08

Edited 4/28/18

Section 11: Vacancies

When a vacancy on the Board of Directors occurs, the president will appoint someone to complete that term, with the approval of the Board of Directors.

**Article VI - Organization**

Section 1: Board of Directors

The Board of Directors shall consist of the elected officers, and shall be the policy-making body of AMTE-TX.

Section 2: Standing Committees

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

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

Section 3: Representatives to Affiliated Organizations

For each of the Organizations to which AMTE-TX is affiliated, the President, with approval from the Board of Directors, shall appoint a member in good standing to be the representative. The representative must also be a member of the affiliated organization. The term of the representative shall be three years.

**Article VII – Meetings**

Section 1: Annual Business Meeting

AMTE-TX shall hold one Business Meeting per year as specified in the Bylaws of the Association. This meeting will be open to all members.

Section 2: Special Meetings

Special Meetings of the Association shall be called by the President at the direction of the Board of Directors or upon petition of 20% of the membership.

Section 3: Board of Directors

The Board of Directors shall hold meetings as necessary.

Section 4: Parliamentary Procedure

Roberts’ Rules of Order Newly Revised shall prevail at all Association meetings, except as provided for in the Bylaws.

Section 5: 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 30 days prior to the annual meeting or any special meeting.

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

**Article VIII - Nominations and Elections**

Section 1: Nominations and Election Committee

The President, in collaboration with the President-Elect/Immediate Past President, shall appoint and the Board of Directors shall approve a Nominations and Election Committee as specified in Article VI.

Section 2: Elections

Members of the Board of Directors shall be elected by the membership as described in the Bylaws.

The President-Elect shall be elected in odd-numbered years. The Secretary and Treasurer shall be elected every three years. One Vice President shall be elected each year.

Elected officers will assume office at the end of the Business Meeting at which their election is announced.

**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:

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Approved 7/9/08

Edited 4/28/18

### 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 reaffirms its action, that action shall be subject to a ballot of the membership within 30 days of the reconsideration. If a majority of the regular members of AMTE-TX who vote reject the Board of Directors action, that action shall become null and void.

### **Article X - Amendments to the Constitution**

This Constitution may be amended by the following procedure:

Any member(s) may propose amendments. Proposed amendments shall be submitted to the Board of Directors two months prior to a business meeting. The Board of Directors shall present for discussion all proposed Constitutional amendments at a Business Meeting. Proposed Constitutional amendments receiving a majority vote of the Regular Members present at the Annual Meeting shall be submitted to the membership for ratification by ballot within 60 days of a Business Meeting and shall take effect when approved by a two-thirds majority of those Regular Members in good standing who vote within the specified period of time.

### **Article XI - Ratification of the Constitution**

This Constitution is ratified when it is approved by a majority of the Regular Members in good standing who vote.

### **Article XII - Dissolution of AMTE-TX**

This Association may be dissolved only at a 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 a Business Meeting. If the resolution to dissolve the Association is approved by more than 50% of the Regular Members in good standing who vote at the Business meeting, then AMTE-TX shall be dissolved.

Upon any such dissolution of the Association, all its property remaining after satisfaction of all its obligations shall be distributed to one or more nonprofit funds, foundations, or corporations which is organized and operated exclusively for educational purposes and has 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 AMTE-TX is decided.

### **Article XIII - Internal Revenue Code**

This association qualifies for 501(c) (3) status 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.

Notwithstanding any other provision of these Articles, the association shall not carry on any other activities not permitted to be carried on by 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: July 9, 2008



## **BYLAWS**

### **Association of Mathematics Teacher Educators in Texas**

#### **Article I – Membership**

##### Section 1: Application for Membership

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

##### 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 Business Meeting. Dues for Student Members shall be 50% 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 January 1 through December 31.

#### **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.

##### 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: AMTE-TX Headquarters

The AMTE-TX headquarters, mailing address, and bank shall be determined by the Board of Directors of AMTE-TX.

##### Section 4: Advisory Board

An Advisory Board shall be appointed at the discretion of and by the Board of Directors to act in an advisory capacity. The Advisory Board shall review the operations of AMTE-TX and shall make recommendations to the Board of Directors and the AMTE-TX President. The Board of Directors shall annually review the composition of the Advisory Board and make changes in its membership as necessary.

#### **Article III – Meetings**

##### Section 1: Business Meetings

There shall be one annual Business Meeting. All members shall receive notice of the Annual Business Meeting at least 30 days in advance.

## Section 2: Special Meetings

Special Meetings of the Association shall be announced to the membership at least 30 days in advance.

## **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 for members of the Board of Directors, shall prepare and confirm a slate of candidates from among the nominees for positions on the Board of Directors, and shall be responsible for validating the results of elections.

### Section 2: Nominations

Any regular member in good standing may be nominated to serve as a member of the Board of Directors. Any member may nominate her/himself by notifying the Chairperson of the Nominations and Election Committee. A regular 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 60 days prior to the Annual Business Meeting.

### Section 3: Elections

Each member will receive notification of the election at least 30 days prior to the Annual Business Meeting. The ballot will contain at least a brief biography of each candidate. The election results shall be announced at the Annual Business Meeting.

## **Article V - Amendments to the Bylaws**

The Bylaws may be amended by the following procedure.

Any member(s) may propose amendments. Proposed amendments shall be submitted to the Board of Directors by 60 days prior to the annual business meeting. The Board of Directors shall present for discussion at a Business Meeting all proposed amendments to the Bylaws. Proposed amendments receiving a majority vote of the Regular Members present at a Business Meeting shall be submitted to the membership for ratification by ballot within 60 days of the Business Meeting and shall take effect when approved by a majority of those Regular Members in good standing who vote.

## **Article VI – Procedures for Initial Transition Period**

When AMTE-TX is first created, the following procedures will be followed:

### A. Terms of Office:

The President will serve a two-year term, followed by serving as Immediate Past President for one year.

The President-elect will serve a two-year term, followed by serving as President for two years and Immediate Past President for one year.

The Secretary will serve a two-year term.

The Treasurer will serve a three-year term.

One Member-at-Large will serve a three-year term, one will serve a two-year term, and one will serve a one-year term. This will be determined by drawing names out of a hat, with the first name pulled receiving the three-year term, the second name pulled receiving the two-year term, and the final candidate receiving the one-year term.

### B. Initial election:

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Approved 7/9/08

Edited 4/28/18

The slate of officers will be presented and voted upon at the Organizational Meeting.

Ratified: July 9, 2008