**VIRGINIA ASSOCIATION OF MATHEMATICS TEACHER EDUCATORS**

**CONSTITUTION**

**Article I – Name**

The name of this non-profit association shall be Virginia Association of Mathematics Teacher Educators, hereinafter referred to as VA-AMTE. Mathematics teacher educators include all those who are professionally involved in the preparation and professional development of teachers and future teachers of mathematics.

**Article II – Affiliations**

VA-AMTE is the state affiliate of AMTE, the Association of Mathematics Teacher Educators. VA-AMTE may affiliate with other organizations, subject to the approval of a majority of VA-AMTE voting members. Voting shall be by either electronic or paper ballot. The ballot shall be accompanied by statements supporting affiliation and non-affiliation.

**Article III - Purposes and Goals**

VA-AMTE’s mission is to promote the improvement of mathematics teacher education in all its aspects. VA-AMTE members are persons working in institutions of higher education, whether in education, mathematics, or other related departments, as well as in pre-K through 12 and other settings.

The Goals of VA-AMTE are to:

1. Promote collaboration and communication of those involved in pre-service teacher training for K-12 teachers of mathematics;
2. Promote ongoing professional growth of mathematics teacher educators;
3. Organize and encourage participation in programs and meetings focusing on issues related to the preparation and professional development of mathematics teachers at all levels;
4. Promote leadership among mathematics teacher educators in the broader mathematics education community;
5. Promote incorporation of appropriate technology within teacher education programs and professional development opportunities at all levels through college;
6. Promote research and other scholarly endeavors related to improving mathematics teacher education and professional development of mathematics teachers through college;
7. Advocate for and coordinate activities to promote effective policies and practices in an effort to strengthen the mathematical, pedagogical, and clinical preparation related to mathematics teacher education at all levels both within and beyond the State of Virginia.

**Article IV – Membership**

Section 1: Types of Membership

1. Regular Membership shall be open to all individuals who are interested in the goals of VA-AMTE as stated in Article III. A person shall become a Regular Member in good standing upon receipt of a completed application and designated dues.
2. Institutional Membership shall be open to all organizations that are interested in the goals of VA-AMTE as stated in Article III. An organization shall become an institutional member in good standing upon receipt of a completed application and designated dues.
3. Student Membership shall be open to all individuals who are interested in the goals of VA-AMTE as stated in Article III, who have not received a doctorate, and are currently enrolled in a college or university.

Section 2: Privileges of Members

1. Regular and Student 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.
2. Institutional Members shall have all the same rights and privileges as regular members, except the right to vote and hold office.
3. Membership shall provide the Secretary with an email address. A member shall be considered to have adequate notice of elections, meetings and other business of the organization if the appropriate information is emailed to the address 30 days before the business is to be acted upon.

Section 3: Termination of Membership

1. A member may resign by submitting a letter of resignation to the treasurer. Such resignation shall be effective upon receipt or upon a date specified in the letter of resignation. Dues will not be refunded.
2. Membership shall be terminated upon the non-payment of dues. The Board will determine a grace period, not to exceed three months, wherein a member can renew his/her membership without loss of membership privileges.

**Article V - Elected Officers and Duties**

Section 1: Officers

The elected officers of VA-AMTE shall consist of President, Secretary, Treasurer, either the President-Elect or Immediate Past President (only one will be serving at any given time – see Article V, Section 10), Board Member-at-Large, Graduate Student Representative, and AMTE Liaison/Webmaster. All will serve on the Board of Directors (Article VI, Section 1).

Section 2: Duties of President

The President shall preside at all meetings of the Association; will be responsible for program planning; shall ensure that the affairs of VA-AMTE are conducted in accordance with this Constitution, Bylaws, and policies of VA-AMTE; shall coordinate the activities of standing committees; and shall provide leadership for the attainment of the goals of VA-AMTE.

Section 3: Duties of President-Elect

The President-Elect shall serve as an assistant to the President and perform the duties of the President when requested; shall assist in administering the Association in an orderly and systematic fashion; and assume the office of President in the year following her/his election. 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 4: 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 VA-AMTE. 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 5: Duties of Secretary

The Secretary shall keep a record of all meetings of the Association and its Board of Directors; shall conduct all correspondence of the Association; and maintain an accurate membership list.

Section 6: Duties of Treasurer

The Treasurer shall ensure that all revenues and expenditures of VA-AMTE conform with the Constitution, Bylaws, and policies of the VA-AMTE; shall be responsible for maintaining records of all monies received and paid in the name of the Association; 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 prepare an annual report to be presented at VA-AMTE’s annual business meeting. The treasurer will chair the Finance Committee.

Section 7: Duties of the AMTE Liaison/Webmaster

The AMTE Liaison will submit information as requested to AMTE and maintain VA-AMTE’s webpage.

Section 8: Duties of Board Member-at-Large

The Members-at-Large shall assume those responsibilities determined by the President and participate in organizational policy making as a member of the Board.

Section 9: Duties of Graduate Student Representative

The Graduate Student Representative shall assume those responsibilities determined by the President and participate in organizational policy making as a member of the Board.

Section 10: Term of Office

The terms of office for the Board of Directors shall be:

* President and Member-at-Large shall be two years;
* Secretary, Treasurer, and AMTE Liaison/Webmaster shall be three years; and
* Graduate Student Representative shall be one year.

President-Elect and Immediate Past President will serve one year terms in addition to the two years served as President of the Association. 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 VA-AMTE shall assume office at the end of the annual meeting at which their election is announced and may serve only one consecutive term in a specific office. Officers shall be elected as their term expires at the annual VA-AMTE meeting. A majority vote of those present at the VA-AMTE annual meeting shall be required for the election. A nominating committee shall be appointed by the President to solicit nominees for open positions.

Section 10: Vacancies

Offices that become vacant shall be filled by a person chosen by the remaining member of the Board.

This person shall complete the unexpired term of the officer being replaced.

**Article VI – Organization**

Section 1: Board of Directors

The Board of Directors shall consist of the President, Secretary, Treasurer, President-Elect or Immediate Past-President, Member-at-Large, Graduate Student Representative, and AMTE Liaison/Webmaster, and shall be the policy-making body of VA-AMTE.

Section 2: Standing Committees

There shall be standing committees of VA-AMTE as provided in the Bylaws of the Association. All such committees should have aims consistent with VA-AMTE goals and purposes. The President of VA-AMTE, with the approval of the Board of Directors, shall appoint standing committee members and chairpersons.

The Nominations and Election Committee shall be a two-member standing committee of the Association. One member will be appointed each year for a two-year term.

Section 3: Representatives to Affiliated Organizations

The Board of Directors shall appoint a member in good standing to be the representative to the Organizations to which VA-AMTE is affiliated. The representative must also be a member of the affiliated organization. The term of the representative shall be two years and may be renewed.

**Article VII – Meetings**

Section 1: Annual Business Meeting

VA-AMTE shall hold an Annual Business Meeting as specified in the Bylaws of the Association. This meeting will be open to all members. Meetings will be publicized a minimum of 30 days prior to the meeting.

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. Special meetings will be publicized a minimum of 30 days prior to the meeting.

Section 3: Board of Directors

The Board of Directors shall hold meetings as specified in the Bylaws of VA-AMTE.

Section 4: Parliamentary Procedure

The most recent version of *Roberts’ Rules of Order* 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 (either in person or via technology). The members 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 voting members of the Board of Directors (either in person or via technology) shall constitute a quorum at Board of Directors meetings.

**Article VIII - Nominations and Elections**

Section 1: Nominations

Any regular member in good standing may be nominated to serve as a member of the Board of Directors. A member may nominate her/himself or a regular member may be suggested for nomination by another member of VA-AMTE. All suggestions for nomination shall be received by the organization as defined in the bylaws

Section 2: Elections

Members of the Board of Directors shall be elected by ballot of the membership prior to the Annual Business Meeting.

The President-Elect shall begin his/her term of office in even-numbered years.

The Secretary, Treasurer, and AMTE Liaison/Webmaster shall be elected every three years. Terms shall be staggered so one of the three offices is filled each year.

Graduate Student Representative shall be elected yearly.

The members of the Board of Directors will assume office at the end of the Annual Business Meeting at which their election is announced.

For the first election of the VA-AMTE Board of Directors, all positions will be filled. Those for whom the election is in a year with inappropriate parity will be elected for a three year term.

**Article IX – Referendum**

All formal actions taken by the Board of Directors shall be subject to a referendum 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 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 VA-AMTE 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.

A. Any member(s) may propose amendments bearing the signatures of a minimum of 5% of the regular members.

B. Proposed amendments shall be submitted to the Board of Directors two months prior to the Annual Business Meeting. A proposed amendment endorsed by 20% of the Regular, Student, and Emeritus Members present at the Annual Business Meeting shall be considered at the meeting.

1. The Board of Directors shall present for discussion all proposed Constitutional amendments at the Annual Business Meeting. Proposed Constitutional amendments receiving a majority vote of the Regular and Student Members present at the Annual Meeting shall be submitted to the membership for ratification by ballot (traditional mail or electronic) within 60 days of the Annual Business Meeting and shall take effect when approved by a two-thirds majority of those Regular and Student Members in good standing who vote.

**Article XI - Ratification of the Constitution**

This Constitution is ratified when it is approved by 60% of the Regular and Student Members in good standing who vote.

**Article XII - Dissolution of VA-AMTE**

VA-AMTE 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 60% of the Regular and Student Members in good standing who vote at the Annual Business Meeting, then VA-AMTE 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 VA-AMTE is decided.

**Article XIII - Internal Revenue Code**

VA-AMTE qualifies for 501(c**)** (3) status under the Internal Revenue Code. As such, VA-AMTE 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, VA-AMTE shall not undertake any 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