

**Riverside San Bernardino Counties  
Mathematics Teachers' Association, Inc.**

**CONSTITUTION**

**ARTICLE I: Name, Purpose, and Affiliation**

Section 1: This organization shall be known as the Riverside San Bernardino Counties Mathematics Teachers' Association, Inc. (hereafter referred to as RSBCMTA or the Association).

Section 2: The Association shall be a non-profit organization established in accordance with the laws of the State of California.

Section 3: The purpose of the organization shall be:

- a) To promote effective teaching of mathematics at all levels
- b) To promote productive disposition toward mathematics by all
- c) To inform members of programs and resources available
- d) To build community and create networking opportunities for teachers of mathematics in the region
- e) To facilitate discussion and exchange of research, information and ideas.
- f) To support communication between mathematics teachers, administrators and the public
- g) To cooperate with various national, state, and local organizations who share our common goals
- h) To recognize excellence in the teaching of mathematics
- i) To promote the philosophy of the California Mathematics Council

Section 4: This organization shall be affiliated with the California Mathematics Council, Southern Section, and the National Council of Teachers of Mathematics.

**ARTICLE II: Membership**

Section 1: All persons interested in the purpose of the organization shall be eligible for membership. Membership shall be by application upon such terms as the Association's Bylaws shall provide.

**ARTICLE III: Officers**

Section 1: The officers of RSBCMTA shall consist of Association members representing the diversity of both counties and their districts, with no more than three officers from one entity. The officers shall be:

- President
- Two Vice-Presidents
- Secretary
- Treasurer
- Immediate Past President
- Five One members at large

All but the Immediate Past President shall be elected.

Section 2: Each of the following responsibilities shall be assigned to a Board member:

- Parliamentarian
- Membership Chair
- Teacher Recognition and Support Chair
- Representative to California Mathematics Council Southern Section
- Representative to the National Council of Teachers of Mathematics (NCTM)
- Liaison to the Riverside County Office of Education
- Liaison to the San Bernardino County Superintendent of Schools

Section 3: The Officers of the Association, elected and appointed, shall constitute the Board of Directors. The Board of Directors shall be responsible for the Association property.

Section 4: The Board of Directors shall be elected or appointed for a term of two (2) years.

Section 5: Vacancies on the Board of Directors shall be filled by Association members appointed by the Board of Directors as soon as possible after the vacancy is announced.

Section 6: The Board of Directors may appoint such officials or committees as it deems necessary. Appointed officials shall be advisory to, but not voting members of, the Board.

Section 7: A Quorum of the Board shall consist of **five** three Board members.

#### **ARTICLE IV: Committees**

Section 1: The Board of Directors shall appoint the following committee chairs:

- Communications
- Professional Development

Section 2: Additional chairs or committees shall be appointed by the president.

#### **ARTICLE V: Meetings**

Section 1: The Bylaws shall provide for regular and special meetings of the Board and of the Association.

#### **ARTICLE VI: Dues and Assessments**

Section 1: The Association may levy upon the general membership such dues or assessments as deemed necessary for the business and corporation of the Association within the objectives set forth in Article 1. Non-payment of such dues or assessments will result in removal from membership.

## **ARTICLE VII: Parliamentary Procedure**

Section 1: Robert's Rules of Orders, Revised, latest edition, shall govern all proceedings of the Association.

## **ARTICLE VIII: Amendments**

Section 1: Proposals for amendments shall be submitted to the Board of Directors in writing and read and discussed at a meeting of the Board. If the Board recommends the amendment to the Association, it shall notify the membership of this recommendation and bring it to the vote of the next meeting of the Association. The Constitution and its Bylaws may be amended by a vote of the two-thirds of the members in good standing present at the meeting of the Association.

## **ARTICLE IX: Communication**

All communications of the Board to the Membership shall be electronic. It is the responsibility of each member to provide RSBCMTA with a current email address and notify it of any changes as they occur.

**Riverside San Bernardino Counties Mathematics Teachers' Association, Inc.**  
**Bylaws**

**ARTICLE 1: Officers**

Section 1: Qualifications for Office and Terms of Office:

Part 1: Elected officers shall serve for terms of two (2) years.

Part 2: All RSBCMTA members in good standing shall be eligible for election as officers of the Board.

Part 3: If an elected officer resigns before completing the two-year term, then appointment by the Board of Directors may be made to fill the vacancy of the office for the remainder of the term.

Part 4: All officers of the Association, whether elected or appointed, shall upon leaving office, transfer possession of Association property, documents and files to their successor or person assigned by the Board of Directors.

Section 2: Election of Officers

Part 1: Elections for officers shall take place in odd-numbered years.

Part 2: Not later than February 1<sup>st</sup> of each election year, the president, with approval of the Board of Directors, shall appoint a nominating committee whose responsibility it will be to propose names of suitable candidates for the offices to be filled.

Part 3: At a regular meeting of the Board of Directors in March and not later than April 15 of the election year, the nominating committee shall report the names of the nominees for the Board of Directors.

Part 4: Election information shall be communicated to the membership through the RSBCMTA electronic newsletter before May 1.

Part 5: The Secretary shall have the ballot count completed by June 1 each election year. Election to office shall be by a simple plurality of votes cast by members in attendance at the May meeting of the Association. The Secretary will certify the count, in writing, to the Board of Directors. Any two members of the Board of Directors can certify the election in the absence of the Secretary.

Part 6: The elected officers shall take office July 1 following their election.

**ARTICLE II: Duties of the Officers, Chairs and Committees**

Section 1: The Board of Directors shall be responsible for supervising all activities of the Association and its committees within the framework of the Constitution.

Part 1: The President shall have the following duties: [1] serve as a member and chair the Board of Directors, [2] prepare meeting agendas and send to all Board members, [3] preside over all meetings of the organization using accepted parliamentary procedures, [4] sign all official documents, [5] appoint all committees and chairs with approval of the Board of Directors, [6] call special meetings, and [7] be the public representative of the organization.

Part 2: The **two** Vice-Presidents shall **share** have the following duties: [1] assume the responsibilities of the president when the President is unable to perform the duties of the office, [2] arrange and organize programs, meetings and events, and conferences, [3] be responsible for the publicity of meetings, and [4] be responsible for the evaluation of each meeting.

Part 3: The Secretary shall have the following duties: [1] keep a permanent record of the proceedings of all official meetings and make the minutes available to members on request, [2] keep the Constitution, Bylaws and Articles of Incorporation, and [3] cause all amendments to the Constitution or its Bylaws to be noted there on and shall make available copies to members upon request. [4] Act as Historian for the Association, or appoint another member to this position.

Part 4: The Treasurer shall have the following duties:

- a) Receive and receipt all monies paid to or by the Association,
- b) Keep a current, accurate, and permanent account of all monies paid to or expended by the Association,
- c) Pay all bills, with proper authorization of the Board of Directors,
- d) Submit an itemized statement of disbursements and receipts at the request of the President,
- e) Provide a financial statement for each Board of Directors' meeting.

Part 5: The Parliamentarian shall have the following duties:

- a) Effective meeting management
- b) Advises the president during the meeting as needed
- c) Makes sure the organization's rules are followed

Part 6: The Membership Chair shall have the following duties:

- a) Maintain up-to-date membership records
- b) Promote membership
- c) Provide membership records to the Board annually and by request of the president.

Part 7: The Communications Chair shall have the following duties:

- a) Communicate news to the membership at least six times per year via email or other media
- b) Maintain or cause to be maintained the RSBCMTA website

Part 8: The Professional Development Committee shall be responsible for designing and implementing appropriate professional development in accordance with the purpose of the Association, with refreshments as appropriate. This includes at least four events per year.

### **ARTICLE III: Membership**

Section 1: Any person desiring initial membership in the Association shall make application to the Membership Chair.

Section 2: Any person who agrees with, and abides by, the purpose of the organization shall become a member of the organization upon payment of the annual local dues. Membership will expire one year from the date the membership or renewal was accepted by and recorded by the Membership Chair. Additional years may be paid in advance.

Section 3: Membership will be recognized upon receipt of payment of dues and will continue in force according to rates and regulations established by the Board of Directors of RSBCMTA.

Section 4: Membership records shall be maintained and updated on a basis determined by the Board of Directors. Access to membership records is restricted to the Board of Directors and its appointees and

limited to use for RSBCMTA purposes only. It is the responsibility of each member to provide updated contact information to the Membership Chair.

#### **ARTICLE IV: Meetings**

Section 1: The time and place of meetings shall be determined by the Board of Directors.

Section 2: There shall be at least three meetings of the Board of Directors during the school year. At least one meeting of the Board of Directors shall be convened in March or April of odd-numbered years.

Section 3: There shall be at least three meetings for the general membership during the school year. At least one meeting of the general membership shall be convened in May of odd-numbered years.

#### **ARTICLE V: Amendments to the Bylaws**

Section 1: Initiation of amendments and counting of ballots shall be in a manner prescribed by the Board of Directors and consistent with the Constitution. These bylaws may be amended by a two-thirds (2/3) majority vote of those members in good standing and in attendance at a regular meeting.

#### **ARTICLE VI: Parliamentary Authority**

Section 1: The rules contained in Robert's Rules of Order, Revised, shall govern RSBCMTA in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

#### **ARTICLE VII: Dissolution Clause**

Section 1: Upon the dissolving of this organization, all assets shall be forwarded the California Mathematics Council Southern Section.