

**Constitution  
of the  
Los Angeles City Teachers'  
Mathematics Association**

*Article I--Name*

The name of the organization shall be: Los Angeles City Teachers' Mathematics Association, abbreviated LACTMA

*Article II--Purpose*

The purpose of this organization shall be to contribute to the professional growth of teachers of mathematics; to promote a mathematics program on each level which will provide mathematics education relevant to students, teachers and the community; and to encourage membership in local, state and national mathematics associations.

*Article III--Membership*

Eligibility for membership is extended to any person or institution interested in mathematics or mathematics education.

*Article IV--Officers*

The officers shall be President, Vice-President, Secretary and Treasurer. The officers and eight directors shall be elected for a term of two years, assuming that office on July 1. The officers shall be elected in odd-numbered years.

*Article V--Board of Directors*

The Board of Directors shall be comprised of the officers, eight directors and the immediate Past President, who shall serve for one year following his/her term of presidency. Four of the directors shall be elected in even-numbered years and four in odd-numbered years.

*Article VI--Meetings*

The Board of Directors shall meet regularly. There shall be at least six meetings per year. A quorum shall consist of seven members of the Board, at least one of whom is an officer.

Membership meetings shall be called by the President upon direction of the Board of Directors or upon petition of 5% of the general membership. One-tenth of the membership shall constitute a quorum at the general meetings. Notice and agenda shall be sent to all members thirty (30) days prior to the membership meeting.

*Article VII--Attendance at Board Meetings*

A member of the Board who cannot attend a Board Meeting shall inform the President or Vice-President prior to his/her absence. Excessive absence or erratic attendance shall put the Board member's position in jeopardy.

Vacancies shall be filled as prescribed in the By Laws. After a member of the Board has three consecutive absences from regular meetings, the Board may declare his/her office or position vacant. Such vacancy may not be filled until the following meeting.

*Article VIII--Amendments*

This Constitution may be amended by mail vote of the membership by a simple majority of the members voting. An amendment may be proposed by a majority of the Board or by 10% of the general membership. Members shall receive copies of the amendments at least thirty (30) days prior to voting deadline.

*Article IX--By Laws*

The By Laws shall include the duties of the officers, the amount of dues, the procedure for elections and other regulations deemed necessary by the Board of Directors.

*Article X--Parliamentary Authority*

Robert's Rules of Order shall be the parliamentary authority on all matters not covered by the Constitution and By Laws of the association.

**By Laws of the  
Los Angeles City Teachers'  
Mathematics Association**

*ARTICLE I—Duties of Officers, Directors and  
Committee Chairs*

Section 1. *President*—The president shall: preside at all meetings of the association and the Board of Directors; appoint all committee chairpersons, subject to the approval of the Board of Directors; be ex-officio, a member of all committees; write the association's annual report; be the official representative of the association with power to delegate this authority.

The President shall have the power to appoint any director to fill a vacancy in the offices and to appoint any member to fill a Board vacancy, all subject to Board approval at a regular meeting.

A candidate must have been a member of the Board of Directors in order to be eligible to run for President.

Section 2. *Vice-President*—The Vice-President shall: assume all the duties of the President in case of a vacancy, absence or resignation; serve as Co-Chair of the annual LACTMA Conference; follow-up on members of the Board who are absent from Board meetings; carry out other duties as assigned by the President.

Section 3. *Secretary*—The Secretary shall: keep a record of the proceedings of the meetings of the association and of the Board of Directors; maintain a current roster of the Board of Directors; write all necessary letters; and send announcements of meetings to all Board members.

Section 4. *Treasurer*—The Treasurer shall: receive membership dues and notify the Board of Directors of such receipts; keep an active file of all members of the association; chair the Membership Committee; and have charge of all funds of the association and disburse them for the association as authorized by the budget or the Board of Directors.

Section 5. *Directors*—The eight Directors shall be designated by the Board to serve in one or more of the following capacities: chairperson of a committee; liaison person to a designated organization; liaison person to a designated group of members of the association; and other service determined by the President and the Board of Directors.

Section 6. *Past President*—The immediate Past President shall serve for one year as a full voting

member of the Board and may serve in any capacity deemed appropriate by Board members.

Section 7. *Disbursements*—The President and the Treasurer shall be authorized to sign checks. One will be required to sign any check. Expenditures not authorized in the budget shall first be approved by the Board of Directors.

Section 8. *Fiscal Year*—The fiscal year shall end on June 30.

Section 9. *Transfer of Documents*—All records and documents shall be transferred to new officers and committee chairs no later than the first Board meeting of the new term.

*ARTICLE II—Committees*

Section 1. *Standing Committees*—The Standing Committees shall be as follows: Conference, Nomination, Outstanding Mathematics Student, Publications and Recognition.

Section 2. *Special Committees*—Special Committees may be appointed by the President, subject to the approval of the Board of Directors.

Section 3. *Committee Meetings*—The committees shall meet as often as necessary for the work to be accomplished. The chairperson shall report periodically on the activities of the committee and will leave a report with the Secretary at the end of the term which will be incorporated in the annual report.

Section 4. *Expenditures*—For expenditures not included in the budget, any committee must secure approval from the Board of Directors.

*ARTICLE III—Duties of the Standing Committees*

Section 1. *Conference*—The Conference committee shall conduct an annual mathematics education conference sponsored by the organization. The date and location of this conference are subject to approval by the Board of Directors.

Section 2. *Membership*—The Membership Committee shall have the responsibility of promoting membership in the association, recruiting all members of the association and maintaining an active membership lists.

Section 3. *Nominations*—The Nominations Committee shall accept nominations for officers and elected members of the Board of Directors, prepare ballots, tally votes and report the results as provided in these By Laws.

Section 4. *Outstanding Math Student*—The Outstanding Mathematics Student Committee shall, subject to the approval of the Board of Directors, establish and conduct a suitable procedure for selecting and recognizing those senior high school students within the Los Angeles Unified School District who have demonstrated excellence in mathematics.

Section 5. *Publications*—The Publications Committee shall prepare, publish and distribute association publications, including “The Calculator.”

Section 6. *Recognition*—The Recognition Committee shall, subject to the approval of the Board of Directors, establish and conduct a suitable procedure for selecting and recognizing those individuals within the Los Angeles education Community who are deserving of special notice for their contributions of activities. This shall include Recognition Certificates and an Annual Recognition Dinner.

#### ARTICLE IV—*Membership and Dues*

Section 1. *Individual Membership*—Individual persons who apply for membership have voting privilege so long as their dues are paid.

Section 2. *Institutional Membership*--Groups, schools, departments within schools and associations may designate one person to receive one to ten copies of each association publication, upon payment of special dues. Institutional memberships do not carry voting rights.

Section 3. *Dues*—Individual membership is \$8 per year; institutional membership is \$20 per year. Dues shall be receivable throughout the year. Dues shall be increased upon approval of the Board of Directors.

Section 4. *Term of Membership*—The term of each membership is one year from the month the application is received by the Membership Chairperson.

#### ARTICLE V—*Nomination and Election of Board Members*

Section 1. *Nominations Committee*—The Nominations Committee Chairperson shall be appointed by the President, with the approval of the Board of Directors. The Chairperson shall call for nominations at the beginning of each calendar year.

Section 2. *Nominations*--Nominees shall be selected by the Nomination Committee, Board of Directors and by the general membership. Nominations shall be solicited from the general membership in the

Winter Issue of the “The Calculator.” The Nominations Committee shall publish in “The Calculator,” no later than March 31, its recommendations, candidate statements and a ballot, including four or more nominees for director each year, and one or more nominees for each office in odd-numbered years.

Section 3. *Elections*—The voting shall take place by written ballot during the month of April. The ballot shall contain the names of all nominees, along with the current assignment and location of each. Each member shall be encouraged to vote for four directors from the nominees listed.

The Nominations Committee shall tally all votes and prepare a ballot for a run-off election if necessary. The run-off ballot, if needed, shall list the nominees for officers and directors who received the greatest number of votes cast for the remaining positions.

Any nominee for officer receiving a majority of the number of ballots cast for the office shall be declared elected. The four nominees receiving the greatest number of votes cast for Board of Directors shall be declared elected.

Section 4. *Report of Results*—The Nominations Committee Chairperson shall make the results known to the Board of Directors and to each nominee. Results shall be announced in the Late Spring Issue of “The Calculator” and at the Annual Recognition Dinner.

#### ARTICLE VI—*Dissolution*

If, at any time, the association shall cease to carry out the purposes as herein stated, all assets and property held by it, whether in trust or other, shall, after payments of its liabilities, be paid over to an organization selected by the final Board of Directors, which has a similar purpose.

#### ARTICLE VII—*Amendments*

These By Laws may be amended at any regularly-called meeting of the Board of Directors by two-thirds votes of the member present, provided that notice of the amendment has been sent in writing to each member of the Board at least ten (10) days in advance.

#### ARTICLE VIII—*Powers of the Executive Committee*

The Executive Committee, consisting of the President, immediate Past President, Vice-President, Secretary and Treasurer, is empowered to make decisions when necessary in the absence of the Board. Such Actions shall be subject to the approval of the Board of Directors.