

Kentucky Council of
Teachers of
Mathematics

Policy Manual

GOVERNING BOARD

1. Perform all duties as outlined in the By-Laws, and those necessary for the functioning of the Council.
2. Approve the chairperson of each committee.
3. Approve lifetime memberships.
4. Evaluate and set dues.
5. Recommend to the membership any changes in the By-Laws.
6. Select conference cities and approve contracts in advance for conference business.
7. Approve the annual budget.
8. Approve any expenditure not covered by the budget.
9. Approve any statement of policy, position, or endorsement that involves correspondence with the membership of KCTM. Documents submitted to the Governing Board for approval have the word "draft" written on every page until such approval is granted.
10. Send any address corrections or changes to the secretary and the president.
11. All correspondence with the KCTM membership shall be read by at least one other board member.

PRESIDENT (MUST be NCTM member)

Perform all duties that regularly pertain to the office as specified in the By-Laws, and in addition carry out the following duties:

Meetings

1. Prepare the agenda for all Council and Governing Board meetings.
2. At the first fall board meeting, set the board meeting dates thru August of the next year.
3. Provide agendas for all meetings to the appropriate people. Every Board member (elected and appointed) receives the notification and agenda for each Board meeting.
4. Preside at all general meetings of the Council and of the Governing Board.
5. Preside at annual business meeting.
6. Facilitates annual meeting (following the first board meeting of the calendar year) with communications chair and vice-presidents to brainstorm both written and other means of communication with the membership. The purpose of this meeting is to prepare the vice-presidents to communicate with the members of their grade band throughout the calendar year.

Committees & Newsletter

7. Act as ex-officio member of all committees except the Elections Committee.

8. Appoint an acting chairperson of a committee when necessary.
9. Regular communication to membership via a president's message.

Elections

10. Provide incoming president with leftover stationery, copy of forms and sample letters, and any other presidential materials to help ensure a smooth transition.
11. Within two weeks of the close of the election, the president shall contact each candidate regarding the results of the candidate's race. The president will then report election results to the membership.
12. Write letters notifying the supervisors of each new board member's elected position.
13. Oversee communication between outgoing and incoming officers.
14. Request that each outgoing officer begin "cc"ing the incoming officer in that office on all routine correspondence including e-mail as soon as the results of the election are known.

Miscellaneous

15. Initiate Governing Board vote on unanticipated expenditures, if necessary, and assist the treasurer with the annual budget.
16. Initiate email vote on policy changes during times when the board is not meeting.
17. Meet with the executive directors and/or presidents of other organizations who share similar concerns and interest to discuss items of mutual benefit and to establish a working relationship with them
18. Write a letter asking unproductive officers or committee chairs to resign.
19. Verify that new officers, chairs, and coordinators, receive an electronic copy of the KCTM Policy Manual and By-Laws.
20. Maintain receipts to be submitted within six months of the expenditure.
21. President is encouraged to attend affiliate group board meetings and conferences. Some travel support will be available.
22. Complete NCTM annual report.
23. Serve as NCTM representative:
 - a. Be responsible for coordinating submission of KCTM resolutions to the Annual Delegate Assembly.
 - b. Serve as the KCTM voting representative to the Delegate Assembly during the NCTM Annual Conference.
 - c. Attend the NCTM Delegate Assembly and any sessions relating specifically to NCTM representatives.
 - d. Report proceedings of the Delegate Assembly at the next Board meeting.

- e. If unable to attend the NCTM Annual Conference, find a proxy from Board membership. The Board will examine reimbursement for the appointed proxy on a case by case basis.
24. Attendance at NCTM Affiliate Leadership Conference is encouraged.
25. Request that the secretary send copies of the minutes of the most recent board meeting to all newly elected officers before their first board meeting.
26. Send letter of congratulations to Teacher Support Grant Awardees and to their supervisors.
27. If unable to attend the NCTM National Conference, find a proxy from Board membership. The Board will examine reimbursement for the appointed proxy on a case by case basis.
28. Keep self and board members informed of leadership conferences, professional development offerings, and any other NCTM-sponsored activities of interest to the board and/or mathematics community.
29. Assist organizations wanting to become affiliated with NCTM with the affiliation process.
30. Supervise and/or delegate the ordering and selling of NCTM products at the KCTM conference.
31. Contact NCTM after each election to update officer information and KCTM Conference dates.
32. All correspondence with the KCTM membership shall be read by at least one other board member.

PRESIDENT-ELECT (MUST be NCTM member)

Perform all duties that regularly pertain to the office as specified in the By-Laws, and in addition carry out the following duties:

1. Act as president in the absence of the president.
2. Works with president to become familiar with the duties of the presidency.
3. President-elect oversees the conference committee and serves on the committee. (See the description of the conference committee.)
4. Attendance at NCTM Affiliate Leadership Conference is encouraged.
5. All correspondence with the KCTM membership shall be read by at least one other board member.

PAST PRESIDENT

Perform all duties that regularly pertain to the office as specified in the By-Laws, and in addition carry out the following duties:

1. Serve as presidential advisor.

2. Nominate candidates for lifetime membership.
3. Editor of the KCTM Policy Manual.
4. Update the Policy Manual to reflect decisions made by the Board as recorded in the minutes.
5. Provide the incoming president-elect an electronic copy of the Policy and Procedures Manual.
6. Provide communication chair with any changes to Policy Manual.
7. All correspondence with the KCTM membership shall be read by at least one board member.

VICE PRESIDENTS

Perform all duties that regularly pertain to the office as specified in the By-Laws, and in addition carry out the following duties:

Conference

1. Furnish the conference chair the names of persons who are effective speakers.
2. Serve on the conference committee. Assist conference chair in selection of quality presenters by reviewing each speaker proposal at their respective level.

Elections

3. Furnish the elections committee with the names of possible candidates for officers of KCTM.
4. Serve on elections committee during the second year of term.

Miscellaneous

5. Review articles members wish to post in the newsletter and/or other communications. If appropriate then forward to the Communications Chair.
6. Actively serve on any assigned committees and present reports to the Governing Board.
7. Share pertinent information from grade band with Governing Board members.
8. Furnish the incoming grade band vice president with all records pertaining to the office.
9. The college vice president, with the help of the president and president-elect will attempt to establish contacts at each college/university with a math teacher-education program for the purpose of encouraging membership among pre-service teachers, current teachers and math education faculty.
10. Attend annual meeting (following the first board meeting of the calendar year) with president, communications chair and vice-presidents to brainstorm both written and other means of communication with the membership. The purpose of this meeting is to

prepare the vice-presidents to communicate with the members of their grade band throughout the calendar year.

11. Begin "cc"ing incoming vice-president on all routine correspondence including email as soon as the results of the election are known.
12. All correspondence with the KCTM membership shall be read by at least one board member.

SECRETARY

Perform all duties that regularly pertain to the office as specified in the by-laws, and in addition carry out the following duties:

Board Action

1. Keep an accurate, permanent record of the proceedings of meetings of the Council and Governing Board.
2. Distribute a rough draft of the Governing Board minutes within 2 weeks of the conclusion of the board meeting. Approval of these minutes should occur at the next Board meeting. After approval of the minutes, a dated original, which includes all handouts, watermark "approved" and shall become a part of the official records of the Council. The secretary shall maintain electric copies or hard copies of all previous minutes of the Council including any handouts of the meeting.
3. Distribute final copies of all board-meeting minutes to all Governing Board members.

Board Members

4. Maintain an up-to-date list of all Governing Board members using information provided by the Governing Board members. The president shall furnish information on newly elected officers. Distribute a dated copy in January to members on the officers' list.
5. Review the listings of officers, committee chairs, and affiliate presidents included in communications.
6. Using the draft minutes as a guide, compile for the president, a list of action items from the board meeting along with a list of board members assignments within week of each Governing Board meeting.

Miscellaneous

7. Serve as the chairperson of the elections committee.
8. At the end of his/her term, pass all records on to the newly elected secretary.
9. All correspondence with the KCTM membership shall be read by at least one board member.

TREASURER

Perform all duties that regularly pertain to the office as specified in the By-Laws, and in addition carry out the following duties:

General

1. Deposit membership dues and any other checks for KCTM.
2. Pay invoices/bills that are within budget guidelines.
3. Balance the KCTM checking account.
4. Keep accurate records (including bank statements) and provide the Board with a current treasurer's report at each board meeting.
5. Call and chair budget committee meeting(s) (composed of president-elect, treasurer, products chair, conference registration chair) to draft budget proposal before the November Board meeting.
6. Present budget proposal at the November Board meeting.
7. Pay NCTM affiliate dues preferably by the early payment date
8. Pay budget items that may not have an invoice or bill
9. Obtain Governing Board's approval for any expenditure not covered by the budget.
10. Keep receipts and invoices of paid budgeted expenses.
11. Review treasurer's section in Policy Manual and Treasurer's timeline. Provide an update to the past-president.

On Assuming Office

12. Become bonded for KCTM Fidelity Bonding for Commercial Crime Policy.
13. Change checking account (possibly changing banking institution) so that new treasurer can sign checks and new treasurer's address is on checks. (This may require providing the bank with KCTM minutes indicating new treasurer and/or letter from KCTM secretary to bank.

Conference

14. During the summer obtain Event Insurance for the conference, if needed.
15. Deposit conference registration monies.
16. Pay budgeted expenses as submitted.
17. Handle on-site conference registration monies and membership dues.
18. Have change for on-site conference registrants, as well as for the Products Chair at the conference
19. Pay Kentucky Sales tax on KCTM and NCTM products sold at Fall Conference (and any other times during the year) (Write check to Kentucky Department of Revenue, Louisville Service Center, Suite 102, 620 S. Third St., Louisville, KY 40202-2446).

20. Submit financial report on Conference Expenses and Income at the Board meeting following the conference.
21. All correspondence with the KCTM membership shall be read by at least one other board member.

COMMUNICATIONS CHAIR

1. Use the website and other means, including the KCTM face book page, to organize, design and disseminate information to KCTM membership and the public (e.g. contact information, MESA award recipients, math education resources and events). This information comes from other board members.
2. Communications chair oversees the design and dissemination of at least 2 newsletters (September and February) and monthly grade band communications (that includes 1 or 2 Spotlights on teachers) over the course of the year.
3. Attends annual meeting (following the first board meeting of the calendar year) with president and vice-presidents to brainstorm both written and other means of communication with the membership. The purpose of this meeting is to prepare the vice-presidents to communicate with the members of their grade band throughout the calendar year.
4. Keeps the board apprised of effective and useful communication. Communication chair investigates and explores (via survey, focus groups, etc.) if members value the design and dissemination of the KCTM communications.
5. Publish on the website to communicate the mini-program for the Conference. Post conference materials when available from the program chair and/or president.
6. All correspondence with the KCTM membership shall be read by at least one other board member.

DATA MANAGEMENT CHAIR

1. Serve as technical help to assist KCTM leaders in their efforts to communicate with members electronically and in querying different member groups.
2. Manage data on active, lapsed, and new members. Provide a detailed summary, when asked, of the total number of members and their status. Keep member status records current. Communicate with membership software tech support concerning software issues. (e.g. We have had issues with PayPal and wild apricot "taking" with each other this year when people pay registration with credit card. I think that would fall under this position since they would be the membership software expert.)
3. Manage member and non-member surveys. Assist other board members in creating electronic surveys. Assist other board members in collecting and analyzing data from survey and provide report of descriptive statistics to board.
4. All correspondence with the KCTM membership shall be read by at least one other

board member.

ELECTIONS COMMITTEE

Members

1. The elections committee shall consist of the two vice-presidents in the second year of office AND the secretary who acts as chair of the committee.

Ballot

2. The Committee shall create a ballot of all candidates who have agreed to run for office. Every effort should be made to ensure that at least two candidates run for each office. For each office, a blank for a "write-in" candidate will be included. Officers are elected each year on a rotating basis as follows:

Even-numbered years: president-elect, vice-president middle school, and vice-president high school

Odd-numbered years: vice-president elementary school, and vice-president college

3. A ballot shall be presented to the Governing Board prior to the election and sent to members electronically. The election should occur prior to the Fall Conference and candidates take office January 1, following the election.

Recruitment

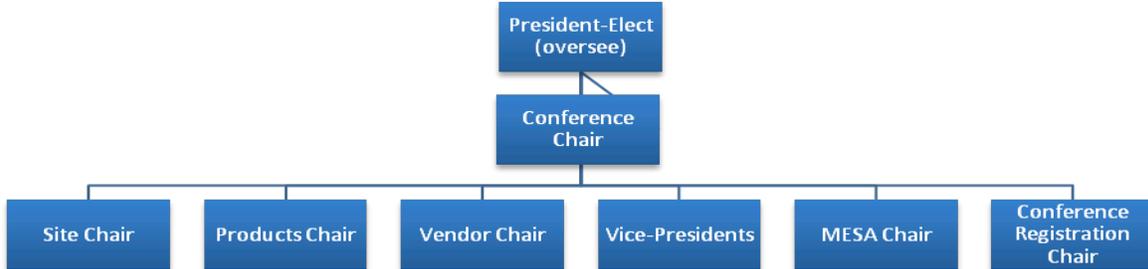
4. All KCTM Board members are responsible for recruiting candidates for each office. Once a name is submitted to the elections committee, the candidate shall be contacted to verify his or her willingness to run for office and to communicate the duties of the office.. Only then shall the person's name appear on the ballot. E-mail contact, with a formal letter attached, is sufficient; however, the committee must contact nominees in another way if e-mail contact is not possible. The chair of the elections committee must verify that the candidate is a KCTM member in good standing before the candidate's name is put on the ballot.
5. All correspondence with the KCTM membership shall be read by at least one other board member.

TEACHER SUPPORT GRANT CHAIR

1. Review Teacher Support Grant Application and edit if necessary. Put application on the website in April.
2. Accept applications by email or US mail, verify that applications are complete and verify that applicants are members in good standing.
3. Convene the committee and make selections prior to the August board meeting. Announce the winners to the board at the August board meeting.

4. Send notification to winners and other applicants. Winners will be notified that the winner and one other person will be the guest of KCTM at the Awards Banquet just prior to the Fall Conference.
5. Send the president a list of names, addresses and administrators of the winners, to send congratulatory note.
6. Gather the receipts as submitted and check for accuracy with the grant application and send information so the Treasurer can send the check.
7. Follow up to make sure that the winners either present at the Fall Conference or submit an entry to a KCTM September newsletter
8. All correspondence with the KCTM membership shall be read by at least one board member.

Annual Conference Committees



CONFERENCE CHAIR

1. Oversee conference committee. The responsibilities of which are described in policies of office included in the chart. Work with communication chair to advertise the conference.
2. Secure conference site. Secure a block (~40 with some non-smoking) of rooms at a hotel for the conference attendees.
3. All conference expenditures as outlined below must be approved by the KCTM Governing Board. All expenditure requests should be presented to the president-elect and conference chair, who will communicate with the Governing Board.

Rooms

4. Determine that there are enough rooms for the sessions and a hospitality room for presenters. The hospitality room is typically used for presenters to store their materials.
5. Determine the number of computer labs available.
6. Obtain a map of the site for the KCTM board and the conference program.

Personnel

7. Arrange for someone to serve as a technology expert. This person should be available for troubleshooting throughout the day. Their rate of pay will be negotiated with the conference chair prior to the conference. Refer to the budget for cost guidelines to ensure their expenditures are reasonable. If at a school site, let the district know that upon receipt of a bill sent to the KCTM treasurer after the conference, KCTM will reimburse the district for the technology person at his/her normal district rate. High school students can serve in this role as long as there is adult supervision.

8. Volunteers may include, but are not limited to, Board members, KCTM members, or teachers. Up to 7 volunteers will receive free registration. Names of volunteers must be sent to the registration chair by the conference registration deadline in order for volunteers to receive free registration. Volunteer duties will include and are not limited to:
 - a. Runners and guides
 - b. Technology support
 - c. Transportation of materials

Meals

9. Determine a location for breakfast and lunch. Arrange for caterer for breakfast and lunch. Menus must be approved by the KCTM board. In the past, KCTM has ordered breakfast for approximately 2/3 of those registered. Refer to the budget for cost guidelines to ensure that expenditures are reasonable. When ordering lunches, be sure to include the vendors.
10. Arrange for bottled water for presenters in the hospitality room.

Vendors

11. Select a high-visibility location for the vendors. Arrange for tables and chairs for vendors. (Use a rental company only if tables are not available). Allow for two chairs per vendor. Coordinate with the KCTM vendor chair to determine which vendors will need electricity. Provide extension cords as needed.

Custodians

12. If needed secure a custodian will be needed for Friday evening and all day Saturday. The building will need to be available by 6:30 AM on Saturday. We also need an Elevator key (if applicable), We will need carts for moving items into the building. Let the district know that upon receipt of a bill sent to the KCTM treasurer after the conference, KCTM will reimburse the district for the custodian at his/her normal district rate. Inform the school administration and custodial staff that there will be A LOT of trash from the vendors (boxes) and from meals (box lunches).

MESA Site Coordination

13. Secure location for the MESA Banquet.
14. Work with hotel or banquet facility to arrange details of the banquet room including menu, price, time, decorations, etc. Refer to current banquet prices and budget for cost guidelines to ensure that expenditures are reasonable. The Conference Awards Banquet is not a profit-seeking event.
15. All correspondence with the KCTM membership shall be read by at least one board member.

Site Chair

16. If conference is at a school, a site chair will be appointed. Duties will be assigned as needed.

PRODUCTS CHAIR

1. Orders, stores and inventories KCTM products
2. Ship or transport products to and from the conference.
3. Chooses, orders, and organizes items to be given to conference attendees.
4. Staff the KCTM booth at the conference.
5. Arrange with the treasurer for change/money for the booth.
6. Set product prices.
7. Member of the budget committee.
8. All correspondence with the KCTM membership shall be read by at least one other board member.

VENDOR CHAIR

1. Contact past vendors about upcoming conference. V
2. Vendor chair will create map and assign location of vendors. Vendor chair will submit map to conference chair prior to conference. Vendor map will be made available to vendors, conference organizers, and conference attendees. Vendor chair will facilitate the setup of tables for vendors and vendor registration on Friday afternoon. Vendors are encouraged to set up Friday afternoon according to times set by vendor chair. Some vendors will opt to set up Saturday morning prior to the conference.
3. Identify a name and address to which vendors can mail products.
4. Identify and secure a location at the conference site to store vendors' materials before and after the conference if needed.
5. Solicit donations for and sponsorship of breakfast/lunch and prizes.
6. All correspondence with the KCTM membership shall be read by at least one board member.

MESA CHAIR

1. Solicit MESA nominations through emails and receive MESA nominations electronically. Review/modify MESA application annually
2. Notify the MESA winners and the persons who nominated The nominators are invited to introduce the MESA winner whom they nominated.
3. Notify the supervisor of each winner and invite to the Awards Banquet.

4. Has MESA certificates printed and ready for presentation at the banquet
5. Plan the program for the Awards Banquet. Arranges for the program to be printed.
6. Host the banquet and help with presentation of awards
7. Send list of MESA awardees to communication chair to post on KCTM web site
8. All correspondence with the KCTM membership shall be read by at least one other board member.

CONFERENCE REGISTRATION CHAIR

1. Print receipt, name tag, and certificate of attendance for all attendees. Select name tag holders and coordinate purchase with products chair.
2. Make signs for conference registration area.
3. Assist treasurer with on-site registration.
4. All correspondence with the KCTM membership shall be read by at least one other board member.