

MCTM Policy Handbook

March 2003, June 2004, January 2005, October 2007

1.X.X. POLICY

1.1.x BYLAWS

- 1.1.1 Appointed people (such as a non-elected treasurer) do not vote at Board meetings. (Oct. 87)
- 1.1.2 Any nominee whose membership is not paid by the time the ballots are sent out will not be included on the ballot. (Feb. 87)
- 1.1.3 Changes to the Bylaws may be voted on at the annual fall meeting (May 88) or presented on the election ballot in the Montana Mathematics newsletter in the spring (Jan. 93).

1.2.x MCTM ADDRESS

- 1.2.1 MCTM's address for contact with NSF, the auditor, and the insurance policy with the Burrington Agency is the current MCTM appointed treasurer. The current treasurer is Cliff Bara, Box 610, Troy, MT, 59935. (March 2003)

1.3.x EQUAL OPPORTUNITY

- 1.3.1 MCTM operates as a non-profit corporation that commits itself to the advancement of mathematics education for all students and teachers. (June 03, Oct. 90)
- 1.3.2 MCTM does not discriminate in its appointment or employment policies and practices on the basis of race, color, national origin, gender, sexual preference, marital status, age, religion, creed or political belief, mental or physical, handicap or disability, or status as a Vietnam era or disabled veteran.
- 1.3.3 MCTM is committed to providing a drug-free workplace. The unlawful manufacture, distribution, sale, possession or use of a controlled substance in the workplace or while conducting MCTM business is prohibited.

1.4.x PRESIDENT

- 1.4.1 The president has the authority to give special recognition awards and certificates to deserving people without the approval of the Board. (May 86)

- 1.4.2 The president will write letters to supervisors of retiring Board members and to the members in appreciation for their support and work on the Board. (Jan. 85)

1.5.x POSITION STATEMENTS

- 1.5.1 MCTM supports the use of technology in the classroom through its position paper, *Integrating Technology into the Mathematics Curriculum*. [See Appendix 2.] (Oct. 84)
- 1.5.2 MCTM supports mathematics for all students through its monograph, *Mathematics Matters in Montana*. [See Appendix 3.] (1991)

2.X.X MEMBERSHIP

2.1.x LISTS/LABELS

- 2.1.1 The membership chair will provide board members with an updated membership list each January. (October, 2007)
- 2.1.2 The membership chair provides the membership list for mailings and the annual conference. (October, 2007)
- 2.1.3 All unpaid members are dropped from the mailing list if they are not paid up by February 28th. Membership runs from January 1st - December 31st. Any payment made after July 1st goes through the following membership year. (October, 2007)

2.2.x DUES

- 2.2.1 Dues structure: regular, one year - \$15, two years - \$25; ten years - \$100, lifetime - \$150, student -\$8; retired: no charge; joint MCTM/MSTA membership: \$30. (June 2004)
- 2.2.2 NCTM western regional representatives are included on the mailing list. Also included on the mailing list will be other educational leaders in the state. The President will send these people a letter informing them of their membership and will send the names and addresses to the Membership Chair. (July 97)
Complimentary memberships may be awarded at the discretion of the Board. (March 03)

3.X.X PUBLICATIONS

3.1.x MONTANA MATHEMATICS (newsletter)

- 3.1.1 A newsletter is published 5 times annually. (Jan. 89)

- 3.2.x **MONOGRAPHS, [ROYALTIES,] ETC.**
 - 3.2.1 The division of royalties was decided on for the SIMMS materials: 10% each to MCTM, UM, and MSU; 5% each (at 1% per year) to project co-directors; 60% divided to committee co-chairs (1 share per year plus a bonus of 5 shares to those who stay 5 years) and writers (1 share per year or 1/3 share per summer, bonus of 1/3 share for a writer who works all five summers; minimum 1 share before royalties are paid). (Sept. 91) Royalties will be paid one time per year before December 31. (May 97)

 - 3.2.2 MCTM will set a ceiling on the expenses for preparing and printing a monograph. (May 86, Jan. 89, Jan. 91)

 - 3.2.3 MCTM will authorize a representative to negotiate with commercial publishers for the publication/sale of its monographs (Oct. 90).

- 3.3.x **IM 92**
 - 3.3.1 The IM92 teacher and participants' packets are copyrighted by MCTM. (Jan. 97)

- 4.X.X **SCHOLARSHIP**
 - 4.1.x **STUDENT**
 - 4.1.1 MCTM awards annual \$200 scholarships to the top female and top male student at each regional contest site. In addition, \$500 scholarships are awarded to the top male and top female student in the state. These \$500 awards are called the Joan Dolan Memorial Scholarship and the Adrien Hess Scholarship. (Jun 03, May 90, Oct. 87, May 86)

 - 4.1.2 MCTM awards calculators to the top student in each category in the Writing and Poster Contest. (Jan. 89)

 - 4.1.3 MCTM may provide items for Expanding Your Horizons conferences such as SIMMS bookmarks and Math Contest pencils. (Jan. 93)

 - 4.2.x **NATIVE AMERICAN**
 - 4.2.1 MCTM supports a \$500 scholarship to a Native American student registered in Math Teacher Education at any of the six Montana teacher training sites. (Jan. 92)

4.3.x TEACHER

- 4.3.1** MCTM offers up to \$2000 in scholarship money to attend mathematics conferences. (March 03, Oct. 92)
- 4.3.2** MCTM Board members are excluded from receiving a scholarship while they are serving. (Jan. 93)
- 4.3.3** Additional (unawarded) money from the teacher scholarship fund may be made available to the five MCTM regions for regional activities. (Jan. 93)
- 4.3.4** A scholarship recipient can not apply for another scholarship for 2 years following the award. (Oct. 94)

4.4.x OTHER AWARDS/RECOGNITION

- 4.4.1** Plaques are awarded to retiring board members. (May 88)
- 4.4.2** Special awards may be given as directed by the board. (Jan. 97)

5.0.X ANNUAL BUDGET

- 5.0.1** The budget committee shall propose a budget at the October meeting. The board will vote on the budget at the January meeting for that fiscal year. (October, 2007)

5.1.x ACCOUNTS

- 5.1.1** MCTM maintains one account for itself: checking/saving with the treasurer. There are separate investment accounts. There may be additional accounts for grants in progress. . (June 03, Jan. 93, Oct. 91, June 91, May 89, Nov 07)
- 5.1.2** All MCTM accounts require two signatures. (Oct. 91)
- 5.1.3** Emergency transfers in the investment account must be unanimously approved by the President, President-elect (or past president), the treasurer, and one other voting member of the board.
- 5.1.4** Audits of MCTM accounts will be performed annually by an independent CPA as long as MCTM is administering grants. (Oct. 91, Oct. 07)
- 5.1.5** MCTM maintains an honesty bond in the amount of \$500,000 for itself covering all accounts and people authorized to write checks. (Oct. 91, Oct. 07)
- 5.1.6** MCTM hires a fiscal officer (other than the treasurer) to handle finances for grants. (June 91, Oct. 88, May 88, Feb. 87, Sept. 86)

- 5.1.7 Copies of all bills are sent with payments from the treasurer. (Jan. 93)
- 5.1.8 MCTM will pay a substitute teacher for up to 2 days a month for Treasurer release time to fulfill duties, or \$2900 in direct compensation to the Treasurer. (June 2004)

5.2.x CONFERENCES

- 5.2.1 For an NCTM regional conference held within Montana, the general chairs are authorized to spend a predetermined amount for advertising, speakers, and other expenses not covered by NCTM. (Sept. 92, May 92, Oct. 87)
- 5.2.2 MCTM may provide financial backing to conferences/meetings other than the MCTM annual. These include, but are not limited to, in state regional conferences, writing, grant writing, and leadership. (Jan. 93, Oct. 92, Jan. 92, Oct. 84)
- 5.2.3 MCTM may be part of the annual MEA/MFT conference for a negotiated fee. MCTM pays registration fees for out-of-state speakers when such fees are charged by MEA/MFT. (Feb. 87, May 86)
- 5.2.4 For the MCTM annual conference, chairs will be given a budget within which to work. Additional or unusual expenses should be brought to the board for approval. (May 92, May 88)
- 5.2.5 MCTM will sponsor two Professional Development Academies each summer. One PDA will be for the K-6 grade band and the other for the 7-12 grade band. The PDA committee shall be appointed by the MCTM president. Registration fees will be reviewed every two years or at the discretion of the MCTM Board. (May 06)

5.3.x TRAVEL

- 5.3.1 MCTM pays travel expenses for two board members to attend the NCTM annual meeting each year and represent MCTM at Delegate Assembly. (June 93, Jan. 91, May 88, Sept. 86)
- 5.3.2 MCTM will pay for two hotel rooms for NCTM annual meeting for MCTM Board or committee members. (May 88)
- 5.3.3 MCTM pays travel expenses for the president, past president or president-elect and a new board member to attend the NCTM Leadership Conference. (May 88, Oct. 07)

- 5.3.4** Board and committee members traveling on MCTM business will be paid mileage and per diem at state rates. (Jan. 2005). Members will be reimbursed for lodging at the cost of the room. (May 96) Substitute costs, if necessary, will also be covered. (Oct. 91)
- 5.3.5** MCTM will pay Board members registration fee to attend the Leadership Conference. (Jan. 97)
- 5.4.x EQUIPMENT (Oct. 96)**
- 5.4.1** MCTM will purchase equipment for use by individuals responsible for specific duties. This equipment will remain the property of MCTM. The equipment owned by MCTM will be evaluated annually by the Board for possible replacement.
- 5.4.2** An inventory of MCTM equipment will be maintained by the treasurer and will be updated at least once each year.
- 5.4.3** MCTM will purchase a computer, a printer, and appropriate software to complete the assigned tasks for the following duties:
- a. President
 - b. Treasurer
 - c. Up to three additional board related duties
- 5.4.4** A committee consisting of the president, treasurer and one other board member assigned to act in the role of "equipment supervisor" will be responsible for evaluation of equipment repair.
- 5.4.5** When an individual ends service to the council, the equipment for a task will be passed to the next person assigned that task.
- 5.4.6** When the equipment is deemed no longer useful for the job intended, bids will be called for by an announcement placed in the next issue of the newsletter. The bids may be placed by MCTM members and will be sent to the equipment supervisor. The person currently using the equipment will be given the option to match the highest bid as long as that person has served two years or more in their assigned task. (Oct. 97)
- 5.5.x GRANTS**
- 5.5.1** MCTM's indirect rate for managing grants is negotiated with an indirect cost proposal prepared by the audit for each fiscal year. (Sept. 91)
- 5.5.2** Funds may be provided for social activities which promote or disseminate information related to a grant MCTM is managing. (Apr. 93, Jan. 93, Dec. 92)

5.6.x DONATIONS

- 5.6.1** When the budget allows, MCTM may donate funds towards NCTM for its programs such as a building fund or the Mathematics Education Trust. (Jan. 93, May 86)
- 5.6.2** Funds may be used to help elect MCTM members to the NCTM board. (Sept. 91, Oct. 90)