



The Nassau County Mathematics **Teachers Association Handbook**

Compiled by Mary Ann Mansfield, Fall 2011

Revised, Winter 2018

Table of Contents

	Page
I. Constitution	
A. Name	4
B. Purpose	4
C. Membership	5
D. Officers	5
E. Duties of Officers	6
F. Standing Committees and Executive Committee Members	7
G. Amendments	7
II. By-Laws	
A. Dues	8
B. Meetings	8
C. Fiscal Year	8
D. Nominations	8
E. Term of Office	9
F. Other Organizations	9
G. Dissolution	9
H. Amendments	9
I. Signatures of Officers	10
III. Motions	11-14
IV. List of Past Officers	15-16
V. Description of Programs	
A. NCMTA Sponsored	17
1. Website/Eblasts	17
2. Kickoff	17

2. Teacher of the Year	17
3. Spring Dinner/Annual Meeting	18
4. Distinguished Service Award	18
B. NCMTA Jointly Sponsored with NCAMS	
1. How-to-Make-Math-Count	18
2. Brain STEAM Ahead	18
3. Nassau County Math Tournament	19
4. Student Symposium	19
5. Al Kalfus Math Fair	19
C. Other Activities	
1. LIMACON	19
2. Long Island Mathematics Educators Hall of Fame	19
D. Past Events	
1. Family Math Day	19
2. T.H.A.T.	19
3. NCMTA Kick-off	19
4. Newsletter	19

Revised February 20, 2018

The Constitution was written to be flexible, not rigid. It is believed that any constitution should allow latitude for the new Executive Officers to carry out the program of the organization. Nassau County Mathematics Teachers Association was created in 1947. The Constitution was adopted January 30, 2008 and revised February 20, 2018. It was voted on at our Annual Spring Dinner on May 10, 2018 by all NCMTA Members in attendance. The results...



I. Constitution of Nassau County Mathematics Teachers Association

Article I: Name

This organization shall be known as the Nassau County Mathematics Teachers Association (affiliated with the National Council of Teachers of Mathematics and the Association of Mathematics Teachers of New York State).

Article II: Purpose [Amended 9/08]

The association is organized exclusively for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. It will accomplish this purpose primarily by engaging teachers, parents and students in educational programs that lead to a greater understanding of and interest in mathematics. In addition, to ensure an ongoing effort to improve the mathematical education of students, our organization will:

- provide forums for professional development.
- keep teachers abreast of the best and most up-to-date practices for educating students.
- give members an active representative voice in decisions affecting curricular and instructional matters.
- Encourage active interest in mathematics and mathematics education.

Article III: Membership

Section 1: Active membership in the Association shall be extended to all persons engaged in the teaching of mathematics in public or private institutions and/or who are interested in mathematics or in the teaching of mathematics.

Section 2: Honorary membership may be extended to any person whose services to the profession warrant such distinction by a majority vote at any regular meeting of the Association.

Section 3: Life membership shall be extended to any active member upon retirement from the teaching profession. Life membership shall be extended to all honorees of our Distinguished Service Award.

Article IV: Officers

Section 1: The officers of this Association shall be President, President-Elect, Vice-President for Programs, Vice-President for Membership, Corresponding Secretary, Recording Secretary, and Treasurer.

Section 2: The election of officers shall be by a majority vote of those members present at the annual meeting in May.

Article V: Duties of Officers

Section 1: President: The president shall

- Preside at all meetings of the Association
- Serve as a chairperson of the executive committee
- Create, change or dissolve committees
- Appoint committee chairpersons
- Be an ex-officio member of all standing or ad hoc committees
- Act as the liaison between the Association and other professional organizations
- Assume responsibility in concert with fellow Association officers for other related duties which require executive attention
- Carry out all duties pertaining to the office such as communicating with the membership through the eblasts and the website, setting the agendas for meetings
- Act as the official representative of NCMTA

Section 2: President-Elect: The president-elect shall succeed the current president when the president's term of office expires, and assist the president in carrying out the duties of the office.

Section 3: Vice-President (Programs): This vice-president shall assist the president when requested to do so or whenever the president is unable to perform his/her duties. Serving as the liaison between program committees and the executive board, this person will oversee the execution of the duties of each program chairperson and coordinate the calendar of dates and places for all events.

Section 4: Vice-President (Membership): This vice-president will keep accurate rolls of the membership and encourage membership to all teachers of mathematics in Nassau County.

Section 5: Corresponding Secretary: The corresponding secretary shall be responsible for announcements to all members and shall assist with other official correspondence. In addition, the corresponding secretary will be responsible for communicating and promotion of NCMTA through NCTM, AMTNYS and any additional pertinent mathematics organizations.

Section 6: Recording Secretary: The recording secretary shall keep accurate minutes of the meetings of the executive committee and of the Association. Minutes and a separate file of motions should be retained and passed on to the succeeding recording secretary and historian.

Section 7: Treasurer: The treasurer shall accept monies, attend to all disbursements as authorized by the Association, keep accurate accounts of all transactions, prepare monthly and yearly reports, including all tax documentation.

Article VI: Standing Committees and Executive Committee Members

Section 1: Executive Committee: The executive committee shall consist of all duly elected officers, chairpersons of all committees, the representative to AMTNYS, the representative to NCTM, the representative from NCAMS, the historian, webmaster, past presidents and any other representatives appointed by the president.

Section 2: Membership Committee: The membership committee shall consist of a vice-president for membership serving as chair and other members appointed by the membership chairperson. It shall be the duty of the committee to conduct a membership drive each summer, with a follow-up each September. The committee shall turn over to the treasurer any money collected and shall keep an accurate list of members. The committee will keep the records updated to reflect LIFE Members. The chair will provide mailing information as requested.

Section 3: Publicity Committee: The publicity committee shall consist of a webmaster, corresponding secretary, social media manager and other members. It shall be the duty of the committee to publicize the work of the Association and its committees.

Section 4: Nominating Committee: A past president shall serve as chairperson. The nominating committee shall consist of the chairperson and two members appointed by the chairperson. It shall submit the slate of nominees in writing to the president prior to March 1. The committee shall consider geographical and grade distribution in choosing the slate.

Section 5: Historian: An historian shall be appointed by the president to maintain a continuous record of the events of the organization.

Section 6: Sunshine Committee will send gifts and communications as requested from the organization.

Section 7: Committees may be organized and dissolved, and a chairperson appointed as in Article V Section 1.

Article VII: Amendments

This constitution may be amended by a majority vote of members present at any regular meeting of the Association provided that the proposed amendment has been presented in writing to the membership at least one month prior to the meeting at which the vote is to be taken.



II. By Laws of Nassau County Mathematics Teachers Association

Article I: Dues

The annual dues for NCMTA members shall be established each year by way of a motion. The executive committee must present the annual dues prior to March 1 for publication at the annual meeting in May.

Article II: Meetings

Section 1: There shall be at least one meeting of the entire membership per year.

Section 2: Notification of each meeting shall be posted on the website.

Section 3: There shall be at least three meetings of the executive committee annually.

Section 4: Notification of the executive committee meetings shall be sent in writing to each member by the corresponding secretary or president, as well as being posted on the website.

Article III: Fiscal Year The fiscal year shall run concurrent with the school year from July 1st to June 30th.

Article IV: Nominations

Section 1: The report of the nominating committee shall be announced at least one month prior to the May meeting and printed in the invitation for the Spring Dinner.

Section 2: Elections shall be held at the annual meeting in May. The report of the nominating committee shall be read and any additional nominations accepted from the floor.

Article V: Term of Office

Section 1: The term of office for the president shall be three years, with the third year sharing the duties and responsibilities with the president-elect.

Section 2: The terms of office for vice-presidents shall be for two years, with the terms of office of each expiring in alternate years.

Section 3: The terms of office for corresponding and recording secretaries shall be for two years, with the term of office of each expiring in alternate years.

Section 4: The term of office of the treasurer shall be four years.

Section 5: The election of corresponding secretary, vice-president of programs and treasurer shall take place at those annual meetings held in even-numbered years and the election of the recording secretary and vice-president for membership shall take place in those annual meetings held in odd-numbered years.

Section 6: In the event of a vacancy in the office of president, the president-elect will assume all duties of president. In absence of a president –elect, the vice-president of programs shall assume the presidency. For all other offices, the vacancy shall be filled by an interim appointment of the executive committee until an election for the office at the next meeting.

Article VI: Other Organizations

Section 1: The president shall appoint the delegate to NCTM.

Section 2: The president shall appoint a delegate to AMTNYS.

Article VII: Dissolution

If, at any time, the Nassau County Mathematics Teachers Association shall cease to carry out the purposes as herein stated, all assets and property held by it, whether in trust or otherwise, shall, after the payment of its liabilities, be given to an organization selected by the final executive committee of the Association, which has similar purposes and has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code of 1954 as now enacted or as it may be hereafter amended, and such assets and property shall be applied exclusively for educational programs.

Article VIII: Amendments

These by-laws may be amended by a majority vote of those present at any regular meeting of the Association provided that the proposed amendment has been presented to the membership in writing at least one month prior to the meeting at which the vote is to be taken.

Constitution of
Nassau County Mathematics Teachers Association
By Laws of
Nassau County Mathematics Teachers Association

Signed:

Date:

Suzanne Golder, President

Date

Gabriella Gizzi, Vice-President, Programs
President-Elect

Date

Rick Royals, Vice-President, Membership

Date

Lisa Minerva, Immediate Past President

Date

Grace Parisi, Treasurer

Date

Millie Joyce, Recording Secretary

Date

Laura Forsyth, Corresponding Secretary

Date



III. Motions

Date: June 12, 2012

Motion: We will snailmail and Post Office, We will post on website and email

Made By:

Seconded:

Vote: Passed

Date: August 7, 2012

Motion: Send Past President and Rep to annual NCTM meeting

Made By: Summer Meeting at Caryl's –

Seconded:

Vote: Passed

Date: October 10, 2012

Motion: The How To NCMFTA Scholarship – We will add membership to a \$500 prize.

Made By: Lucy Landesberg

Seconded: Suzanne Golder

Vote: Passed

Date: November 27, 2012
Motion: Lisa Minerva will spend \$2000 to help replace manipulatives lost in Long Beach Schools due to Hurricane Sandy.
Made By: Caryl Lorandini
Seconded: Dorothy Hess
Vote: Passed

Date: March 19, 2014
Motion: We will pay \$50pp + MtrD + tip + tax for the price of this year's Spring Dinner. The price people pay will be based on this.
Made By:
Seconded:
Vote: Passed

Date: April 30, 2014
Motion: Student teachers who are acknowledged at the Spring Dinner are also given 1-year free membership.
Made By:
Seconded:
Vote: Passed

Date: April 30, 2014
Motion: We will redefine the role of the webmaster. This job will include regular updates of committees and events on the webpage and eblasts to members. A stipend of \$1000 per school year will be paid.
Made By: Caryl Lorandini
Seconded: Grace Quinlan
Vote: Passed

Date: October 14, 2014
Motion: NCTM Annual Meeting The rep will be reimbursed registration, travel, full hotel + \$100 food stipend for the conference.
Made By: Caryl Lorandini
Seconded: Maryann Mansfield
Vote: Passed

Date: June 9, 2016
Motion: Ask Valerie to set up Paypal for membership. Have her send the information to VP Membership when they renew.
Made By:
Seconded:
Vote: Passed

Date: October 5, 2016
Motion: NCMTA will make a one time donation to The John Hinton Math Matters Educational Scholarship.
Made By:
Seconded:
Vote: Passed

Date: April 4, 2017
Motion: The cost of the Spring Dinner will be set at \$60.00.
Made By:
Seconded:
Vote:

Date: June 28, 2017

Motion: When Sandy Cohen is inducted into the NYS Hall of Fame, Caryl made a motion for NCMTA to pay for Lisa Minerva's hotel, airfare, and dinner. Lisa will speak on behalf of Sandy Cohen. In addition, NCMTA will purchase another journal ad. The dinner will be on Nov. 2, 2017. Those attending will be: Grace Parisi, Ronni David, Susan Morse, Dorothy Hess, Caryl Lorandini, Joanne Lufrano, and Suzanne Golder.

Made By: Caryl Lorandini

Seconded:

Vote: Passed

Date: February 12, 2018

Motion: NCMTA will subsidize the price of the Spring Dinner by setting the price at \$50.00 pp (Estimated cost \$62.00 plus expenses)

Made by: Lisa Minerva/ Tom Lucas

Seconded: Gabbie Gizzi

Vote: Passed



IV. List of Past Officers

2017-2018

President	Suzanne Golder	VP Programs	Gabbie Gizzi
VP Membership	Rick Royals	Secretary	Millie Joyce
Treasurer	Grace Parisi	Corresponding Secretary	Laura Forsyth

2016-2017

President	Suzanne Golder	VP Programs	Gabbie Gizzi
VP Membership	Neil Sklar	Secretary	Rick Royals
Treasurer	Grace Parisi	Corresponding Secretary	Millie Joyce

2015-2016

President	Suzanne Golder	VP Programs	Gabriella Gizzi
VP Membership	Neil Sklar	Secretary	Rick Royals
Treasurer	Ann Masters	Corresponding Secretary	Deborah Tyler

2014-2015

President	Lisa Minerva	VP Programs	Suzanne Golder
VP Membership	Gabriella Gizzi	Secretary	Rick Royals
Treasurer	Ann Masters	Corresponding Secretary	Deborah Tyler

2013-2014

President	Lisa Minerva	VP Programs	Suzanne Golder
VP Membership	Gabriella Gizzi	Secretary	Rick Royals
Treasurer	Ann Masters	Corresponding Secretary	Deborah Tyler

2012-2013

President Lisa Minerva VP Programs
VP Membership Secretary
Treasurer Ann Masters Corresponding Secretary

2011-2012

President VP Programs
VP Membership Secretary
Treasurer Corresponding Secretary

2009-2011

President Grace Quinlan VP Programs Gabbie Gizzi
VP Membership Secretary
Treasurer Ann Masters Corresponding Secretary Deborah Tyler
Immediate Past President Mary Ann Mansfield

2008

President MaryAnn Mansfield VP Programs Pamela Marder
VP Membership Janine Ferranti Secretary Gabriella Gizzi
Treasurer Ann Masters Corresponding Secretary Deborah Tyler
Immediate Past President Caryl Lorandini



V. Descriptions of NCMTA's Programs

Nassau County Math Teachers Association was founded in 1946 by a small group of math educators. Each one had a common goal: to promote the study of mathematics and encourage mathematical problem solving. Since its inception, Nassau County Math Teachers Association has made significant contributions to the math community, sponsoring workshops, courses, seminars, and programs designed to enhance the educational development of our youth and educators.

We are a volunteer organization that sponsors a full schedule of events for students and for teachers of mathematics on all levels, from kindergarten through college. Students benefit from awards and scholarships, and from participation in our **Brain STEAM Ahead Day**, and the **Student Symposium**. We sponsor **Teacher of the Year Awards** and the **Long Island Mathematics Educators Hall of Fame**. Workshops for teachers are offered at the following conferences: **Kickoff, How to...Make Math Count** and **LIMAÇON**. *NCMTA* is proud to be a sponsor of the **Alfred Kalfus Long Island Mathematics Fair** and the **Olympiad Math Tournament for grades 4-6**.

NCMTA is an affiliate organization of NCTM (National Council of Teachers of Mathematics) and AMTNYS (Association of Mathematics Teachers of New York State). (Adopted September 2008)

A. NCMTA Sponsored Programs

1. Website/Eblasts – www.ncmta.net is the official website of our organization. The President and the Webmaster will work in conjunction to update information about events, programs, and registration for all NCMTA sponsored events. In addition information on membership, awards, and affiliates will be available. Information about events is also shared via eblasts.
2. Kickoff (To be Renamed in the fall 2018 Confernce or Workshop) - Kickoff is the name of NCMTA's initial conference of the school year that highlights an annual mathematical focus.
3. Teacher of the Year Program - Each year, NCMTA endeavors to honor outstanding classroom teachers on the elementary, middle/junior high, senior high and college levels. Nominations are garnered from colleagues and supervisors who submit completed forms and letters of recommendation.

4. Spring Dinner/Annual Meeting - The constitution requires NCMTA to hold at least one meeting per year to which the membership is invited and officer elections occur. The organization has used the occasion to recognize the recipient of the *Alice Griswold Memorial Scholarship* award for the winning presentation at the Al Kalfus Math Fair, outstanding student teachers who are nominated by Nassau County institutions of higher learning, and the Teachers of the Year. In addition, worthy candidates for NCMTA's *Distinguished Service Award* are publicly acknowledged for their dedication and service.
5. Distinguished Service Award – This Award shall be given accordingly to an NCMTA member in recognition of extensive and high quality service to the Association. The recipient of the award shall be nominated by a Past President and voted on by the executive board.

2010	Dorothy Hess
2010	Caryl Lorandini
2014	Ann Masters
	MaryAnn Mansfield

B. NCMTA Jointly Sponsored with NCAMS

1. How-to-Make-Math-Count is a full day of workshops for teachers of Kindergarten through Grade 8. Each year a well-known speaker delivers the keynote address to set the tone for the day. Teachers who have demonstrated spectacular lessons, with *great learning outcomes from students*, are asked to share their techniques so that participants can use them in their own classrooms to improve the mathematics education in grades K-8. Presenters are all volunteers and include classroom teachers, consultants, and college professors. All presenters provide activities and materials that focus on the new standards. How To... offers educators hands on lessons that will allow the participants to bring back ideas to their classrooms the very next day. Vendors are available with the latest materials for participants to peruse.
2. Brain STEAM Ahead Day – Self-directed fun is the order of the day as parents and children move from station to station, exploring, making, building, and taking from activities they have chosen. Children and their families learn together, focusing on science, technology, engineering, art, and of course, math. NCMTA and NCAMS members and other volunteers share their expertise by facilitating a variety of workshops and other hands-on activities intended to promote a love of learning.

3. Nassau County Math Tournament – Created in 2007, teams of *students in grades 4-6* compete in a math tournament, answering questions that extend the math education received in the classroom. Awards are presented to first through fifth place winners in both team and individual categories. All participants receive recognition of their endeavors.
4. Student Symposium - Given for *students in grades 5-8*, sessions introduce fun and unusual mathematical concepts with hands-on activities. Volunteer members also teach these workshops. This conference was arranged to be a unique and exciting development in a continuing effort to encourage young people to explore the field of mathematics.
5. The Alfred Kalfus Long Island Math Fair – is open to all students in *grades 7-12* for presentations on mathematical and computer topics. Entrants are encouraged to be innovative in exploring the myriad of mathematical applications. Medals are awarded to those students on the basis of merit for papers and presentations.

C. Other activities

6. LIMACON – The purpose of **LIMACON** is to provide an opportunity to mathematics educators at all levels – primary, intermediate, secondary and college for professional interaction and to share the talents and creative ideas of all the participants. This conference was initiated to offer a forum for the identification of current concerns, exchange of innovative ideas, and achievable goals for the future to improve the quality and the vision of mathematics education on Long Island.
7. Long Island Mathematics Educators Hall of Fame – The Long Island Mathematics Hall of Fame was formed in 2005 by the three professional organizations on Long Island. A dinner and induction ceremony are held every three years, providing an opportunity for members of the math community to honor the new inductees. A virtual Hall of Fame website with the names and biographies of the inductees is being formulated. ????

D. Past Events and Activities

1. Sandy Cohen Family Math Day
2. T.H.A.T
3. Newsletter
3. NCMTA Kick-off