

# *Middleton Mu Alpha Theta*

## *Constitution*

### **ARTICLE I - NAME**

#### Section 1

The official name of this organization shall be the “Middleton High School Mu Alpha Theta.” But shall also be known as “Middleton MAΘ” or “Middleton Mu Alpha Theta.”

### **ARTICLE II - PURPOSE**

#### Section 1

The purpose of this organization is to promote scholarship in, enjoyment of, and understanding of mathematics among high school students.

This organization shall also serve to:

- Build leadership qualities in students
- Enhance the overall community through service and mathematics
- Create an environment that fosters teamwork and cooperation.

### **ARTICLE III - MEMBERSHIP**

#### Section 1

Members are high school students in grades 9 through 12, at Middleton High School, unless said member’s school does not and cannot form a chapter of Mu Alpha Theta, and Middleton High School is the closest school to them with a Mu Alpha Theta chapter. Members will qualify on a 4-point grading scale, with at least a 3.0 grade point average and at least a 3.5 grade point average in specifically math courses and no semester grade below a C in a math course since starting their 9<sup>th</sup> grade year. Students must be enrolled in or completed Algebra II in order to qualify for membership.

#### Section 2

No student shall be recommended for consideration that does not meet the minimum qualifications; however, no student will be denied membership on account of race, religion, color, creed, ethnicity, national origin, age, gender, sexual preference, and/or physical disability.

#### Section 3

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Membership applications shall be reviewed and approved by the Executive Board if they meet requirements set by chapter, state, and national Mu Alpha Theta. Once a member of the Middleton High School Mu Alpha Theta chapter, members will also gain State and National membership.

### Section 4

Membership with Middleton High School Mu Alpha Theta lasts from when a member's application is approved until the start of the next application period.

### Section 5

Members must be actively involved in the organization's activities to be considered in good standings with the organization. Being actively involved within the organization includes but is not limited to: participating in activities during meeting, fundraising events, and community outreach opportunities. In addition to this, members must meet all behavioral expectations for the club, including but not limited to: paying competition fees, respecting other members, and any other expectations set by the Executive Board.

### Section 6

Members who are considered in good standing will be eligible to attend competitions at the district, state, and national level. Members in good standing shall also be able to serve as voting delegates for club matters presented to them by the Executive Board. Members in good standing who are in 12<sup>th</sup> grade shall also qualify for their cord at graduation.

### Section 7

Excused absences are those which have probable cause and are discussed with a sponsor or officer prior to the meeting. An excused absence can include events such as a doctor's appointment, family emergency, or school sporting events. Another club meeting is not a valid excuse. Excused absences will count as neither an absence nor attendance to the meeting and shall not be counted when calculating the member's attendance percentage. If a member falls below the 50% requirement for a period of 3 weeks, said member will receive a verbal or written warning from a member of the Executive Board. If members fail to increase their attendance to above the 50% requirement 4 weeks after their verbal or written warning, they will no longer be considered in good standing.

### Section 8

When a member is no longer in good standing with the organization, they may be prohibited from competitions and other activities of the organization, if the

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Executive Board sees fit. Members not in good standing shall be dealt with on a case by case basis. If the behavior that led to the member losing their good standing continues, the Executive Board may dismiss the member from the chapter.

### Section 9

If a student was a past member of Middleton Mu Alpha Theta and has now graduated, they will be eligible for an alumni membership. In order to obtain an alumni membership, said former student must pay an annual fee of \$5.00. Alumni members will not be able to compete (with the exception of alumni specific events), vote, or hold office.

## **ARTICLE IV - OFFICERS**

### Section 1

The chapter officers shall consist of the following positions: President, Vice President, Secretary, Treasurer, Competition Resource Coordinator, Historian, and Digital Media Manager.

### Section 2

In order to qualify for an officer position, one must be a member in good standing within Middleton Mu Alpha Theta who is not in their 12<sup>th</sup> grade year at the time of application. In order to run, said member must be approved by a majority vote of the Executive Committee.

### Section 3

Elections shall be conducted via ballot using a system of ranked choice voting (also known as instant runoff voting) under which each voter shall rank the candidates for the office in the order of the voter's preference, in accordance with their title. The voting will consist of rounds equal to the number of candidates running for the specific office less one. After each round the lowest selected candidate will be eliminated from the election and the electors that chose them as their first choice will have their votes transferred to their second choice on their ballot. This will continue until one candidate reaches a simple majority of delegate votes, cast at a chapter meeting, on a date decided by the Executive Board.

### Section 4

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In the event of a tie, the Executive Committee shall decide on one of the tied candidates to receive the position. If the current president is the one caught in a tie, it will be up to the sponsor alone to choose a singular winning candidate.

### Section 5

If no members apply for a position, the Executive Committee must nominate one member to run for each position that lacks a candidate.

### Section 6

The term of office shall be defined as the period from the start of membership application to the end of school year or end of national convention (whichever comes later) during the school year following the one in which they were elected.

### Section 7

If after being elected, an officer is unable to adequately execute the duties of their office as specified in article V, they may be removed by a unanimous vote of the Executive Committee. In the event of this scenario, once the officer has been removed, the Executive Board may nominate up to 3 members for the position, one of which must then be approved by the Executive Committee in order to officially fill the position. If the Executive Committee chooses not to approve any of the candidates, the Executive Board must nominate up to 3 different members and repeat the process until the position is filled. In the event that the officer in question is the President, the Vice President will assume the President position and the process detailed above will be conducted to select a new Vice President.

## **ARTICLE V - DUTIES OF OFFICERS**

### Section 1

The **president** shall be the chief executive officer of the chapter. He or she shall preside at all business sessions, and it shall be the duty of the president to direct the activities of the organization. He or she shall run the meetings, advise the officers, and keep business and all forms. He or she shall create student packets, including short writeups with event information. He or she shall collaborate with the vice president in the completion of forms related to field trips as necessary.

### Section 2

The **vice president** shall perform the duties of the president at times when the president is absent and shall also serve as program chairperson. He or she shall seek

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out and organize volunteering events for members. He or she shall collaborate with the president in the completion of forms related to field trips as necessary.

### Section 3

The **secretary** shall keep an accurate record of all proceedings. He or she may, with the approval of the sponsor, help to submit the names of new members to the National Office. He or she shall keep a record of members signed up for individual competitions and collaborate with the competition resource coordinator and the treasurer in the registration of the chapter for competitive events. He or she shall keep records of member attendance.

### Section 4

The **treasurer** shall help the chapter sponsor to collect registration fees for the chapter and shall maintain an accurate record of financial transactions. He or she shall collect any individual member competition fees. He or she shall collaborate with the competition resource coordinator and the secretary in the registration of the chapter for competitive events. Every second Monday, he or she shall share a report of financial state, history, and transactions with the other officers.

### Section 5

The **competition resource coordinator** shall prepare the resources that will be employed during the weekly meetings with respect to the targeted mode of practice for the given week. He or she shall collaborate with the secretary and the treasurer in the registration of the chapter for competitive events. He or she shall create, revise, and deliver presentations describing competitive events to the member population as necessary. He or she shall prepare practice materials and qualifiers for competitive events as necessary, but he or she should not prepare a qualifier for a division he or she intends on participating in.

### Section 6

The **historian** shall take pictures at all events and outline and organize a scrapbook of all events for the State and National Conventions. He or she may enlist the help of other officers in the development of the scrapbook at their discretion. He or she shall keep in touch with the yearbook to set the club picture date and for any other events that the yearbook staff should be invited to.

### Section 7

The **Digital Media Manager** shall coordinate the creation of and the release of all online resources for the chapter. He or she shall run the chapter YouTube channel and, upon approval by the Executive Committee, publish educational videos there for member consumption.

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### **ARTICLE VI - MEETINGS**

#### Section 1

Chapter meetings shall occur once a week on a date and time determined by the Executive Board unless the Executive Board decides that that a meeting is not necessary that week. Examples of meetings not being necessary include weeks in which the meeting falls on a holiday, during exams, and meetings that would fall on dates where school is not in session.

#### Section 2

Meetings are open to sponsors and members of Mu Alpha Theta. Exceptions shall be made for perspective members and students present for ELP or tutoring. Meetings are closed to those not interested in joining the club and those who are disrupting members.

#### Section 3

The agenda for chapter meetings shall be drafted and approved by the Executive Board at the Executive Board meeting the week prior unless a circumstance arises that forces them to plan the meeting at an earlier or later date.

#### Section 4

Secondary meetings shall be allocated on days apart from chapter meetings as necessary as determined by the Executive Board. These secondary meetings shall be held for but are not limited to practice purposes when nearing competitive events or when qualifying tests need to be taken.

#### Section 5

The Quorum shall be defined as the majority of members in good standing.

#### Section 6

Specially called business meetings shall occur in the place of the first general meeting following a two-week period after an amendment is both approved and announced by the Executive Board.

### **ARTICLE VII - THE EXECUTIVE BOARD**

#### Section 1

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The Executive Board shall consist of the members of the officer team (president, vice president, secretary, treasurer, competition resource coordinator, historian, and digital media manager) along with all club advisors and/or sponsors.

### Section 2

The Executive Board shall hold the powers given to them in other articles of this constitution, the power to run chapter meetings, convey information to the general membership, and assume any other powers, that the Executive Committee deems within reason, to make the club run more smoothly.

### Section 3

Executive Board meetings shall occur once a week on a date and time determined by the Executive Board unless the Executive Board decides that that a meeting is not necessary that week. Examples of meetings not being necessary include weeks in which the meeting falls on a holiday, during exams, and meetings that would fall on dates where school is not in session.

### Section 4

In the event that no state certified educator is currently serving as the Middleton Mu Alpha Theta sponsor, a temporary advisor may be approved by the school principal until a permanent sponsor can assume the responsibilities. This temporary advisor holds all rights and duties that the normal sponsor would.

### Section 5

The national treasurer must be kept informed of the current sponsor's name, email address, and the school's address.

## **ARTICLE VIII - THE EXECUTIVE COMMITTEE**

### Section 1

The Executive Committee shall consist of the president and all sponsors.

### Section 2

The Executive Committee shall hold the powers given to them in other articles of this constitution, the power to advise the Executive Board, veto any decisions by the Executive Board that they deem unreasonable, and maintain communication with other clubs at Middleton High School.

### Section 3

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Executive Committee meetings shall occur when the Executive Committee deems necessary or when a circumstance outlined in this constitution requires one be held in order to make a decision.

### **ARTICLE IX - COMMITTEES**

#### Section 1

Each year, after membership applications have been both reviewed and approved, members shall choose a committee to be a part of for the year. Each member may only be a part of one committee and the Executive Board has the power to shift members, as they see fit, if they decide there is an extreme imbalance between the committees.

#### Section 2

Committees shall be required to meet at least once annually. Any further meetings will be decided upon by the Executive Board.

#### Section 3

The fundraising committee shall be headed by the treasurer and president. It shall be the duty of the fundraising committee to plan and coordinate all club fundraising events so that members are more adequately able to pay for district, state, and national competitions.

#### Section 4

The spirit committee shall be headed by the secretary and vice-president. It shall be the duty of the spirit committee to generate interest in Middleton Mu Alpha theta and lead advertising campaigns targeted at perspective members. It shall also be the duty of this committee to achieve higher levels of club involvement and member retention by planning events that keep members involved.

#### Section 5

The scrapbook committee shall be headed by the historian and competition resource coordinator. It shall be the duty of the scrapbook committee to plan and create the club scrapbook for the year. It shall also be the duty of this committee to gather photos and other resources needed for the creation of this scrapbook. This scrapbook may also be submitted to scrapbook competitions. Funds shall be allocated towards the scrapbook according to the yearly budget and may be adjusted as necessary by the Executive Committee.



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### **ARTICLE X - PARLIAMENTARY AUTHORITY**

#### Section 1

The rules contained of the current addition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules the organization may adopt.

### **ARTICLE XI - COMPETITIONS**

#### Section 1

For competitions in which the number of participants is limited, should the number of interested participants exceed the limit, a qualifying exam shall be administered for each competitive division in which this relationship is applicable, and this exam shall be scored according to the competition-in-question's scoring system.

#### Section 2

If an individual is unable to attend a qualifying exam for a competitive event, they must inform a member of the Executive Board at least one day in advance of the general test administration and schedule a separate replacement administration to take place at a time prior to the general test administration. Make-up qualifying exams shall not be offered following the general test administration except in the case of extenuating circumstances, such as the ones labeled in Article III Section 7, as determined by the Executive Board.

#### Section 3

Registration and/or associated fees for each competitive event shall be assigned a deadline by the Executive Board at least one week in advance of said deadline. Deadlines shall only be extended in the case of extenuating circumstances, such as the ones labeled in Article III Section 7, as determined by review of the Executive Board.

#### Section 4

All competitive events that regard the administration of a mail-in exam shall be administered on a single day without exception. The time of the mail-in exam may be determined by the Executive Board.

### **ARTICLE XII - EMBLEMS**

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### Section 1

Each member of this chapter shall be entitled to wear the Mu Alpha Theta insignia (buttons, pins, charms, patches, medallions, tassels, or t-shirts) available from the National Office and honor cords or tassels at graduation such that they have been a member in good standing for at least the past two full school years.

## **ARTICLE XIII - AMENDMENT OF BYLAWS**

### Section 1

The local chapter constitution must not violate any stipulation of the *National Constitution*.

### Section 2

Amendments may be adopted to amplify the constitution and to take care of details.

### Section 3

Amendments must be submitted in writing to a member of the Executive Board who shall present it at the next Executive Board meeting. At said meeting the amendment must be approved by at least 1/3 the Executive Board. Once approved, the member who submitted the amendment may bring it forth at the next business meeting.

### Section 4

For an amendment to be passed, over ½ of the members in good standing present must vote in favor of the motion. If the meeting does not have a quorum, no business may be transacted.

### Section 5

Once an amendment is passed, it will take effect after 1 month, unless otherwise stated by the maker of the motion.