



NATIONAL COUNCIL OF
TEACHERS OF MATHEMATICS

AFFILIATE RELATIONS GUIDE

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Introduction

Strong, open relationships with teachers, leaders from schools, parents, legislators, businesses, media, and others are vital to the process of improving mathematics education.

Working together through affiliation, NCTM and affiliated organizations can amplify common messages and build a broad community of support for common goals.

NCTM seeks to provide resources and useful professional support for its members and Affiliates. The pages that follow outline the categories, services, and guidelines for affiliation. This document is sent to the Affiliate president, NCTM representative, treasurer, executive director/secretary, and faculty adviser annually.

Many mathematics organizations across the United States and Canada have a mission similar to the mission of the National Council of Teachers of Mathematics (NCTM).

About NCTM

NCTM Mission: The National Council of Teachers of Mathematics advocates for high-quality mathematics teaching and learning for each and every student.

NCTM Strategic Framework

Teaching and Learning: NCTM provides guidance and resources for the implementation of research-informed and high-quality teaching that supports the learning of each and every student in equitable environments.

Access, Equity and Empowerment: NCTM advances a culture of equity where each and every person has access to high-quality teaching empowered by the opportunities mathematics affords.

Building Member Value: NCTM provides community and resources to engage and listen to members in order to improve the teaching and learning of mathematics.

Advocacy: NCTM engages in advocacy to focus, raise awareness, and influence decision makers and the public on issues concerning high-quality mathematics teaching and learning.

NCTM Categories of Affiliation

There are three categories of affiliation with NCTM. Each type has a different set of criteria, benefits, and dues.

Groups with at least 75 members, but fewer than 1500 members, and which are not state- or province-level Affiliates may choose to become either a Partner or an Associate Affiliate.

Partner Affiliates can take advantage of Level I and II Services from NCTM. This category is for organizations that want advanced technical support from NCTM.

- State/province-level mathematics Affiliates may only be Partner Affiliates.
- Affiliates with 1,500 members or more may only be Partner Affiliates.

Associate Affiliates can take advantage of Level I Services from NCTM. This category is for organizations that need basic services from NCTM and is most appropriate for groups with fewer than 1,500 members that are not state/province-level Affiliates.

Student Affiliates can take advantage of Level I Services* plus additional Student Affiliate benefits*. This category is for university- or college-based organizations run by and for preservice teachers at the undergraduate or graduate level.

Each group selects a category at the beginning of the affiliation year (June 1) and may not change until the next dues cycle. The exception is an Associate Affiliate that wants to become a Partner Affiliate. In this case, the Affiliate must pay the difference between the original amount paid and the Partner Affiliate dues rate (without the early-payment discount).

Affiliation Dues 2024–2025

Annual affiliation dues are for services provided from June 1 to May 31. Dues are nonrefundable. New Affiliates pay dues beginning with their first full year of affiliation, starting June 1.

Early payment discount and late dues

Affiliates that pay dues by April 20, 2024, will receive the listed discounted price (payment must be postmarked on or before April 20, 2024). Affiliates that have not paid dues by June 1 will become *Not in Good Standing* and will not be eligible for services until dues are received.

Dues for June 1, 2024 – May 31, 2025						
(Payment must be postmarked before or on April 20, 2024, to be eligible for the discount.)						
	PARTNER		ASSOCIATE		STUDENT	
NUMBER OF MEMBERS	<u>DISCOUNT</u> Pay by April 20	Payment Due by June 1	<u>DISCOUNT</u> Pay by April 20	Payment Due by June 1	<u>DISCOUNT</u> Pay by April 20	Payment Due by June 1
Less than 400	\$150	\$180	\$80	\$100	\$50	\$75
400 to 999	\$205	\$245	\$110	\$135		
1000 or more	\$300	\$360	\$190	\$230		

Affiliate Services Overview

	Student Affiliates	Associate Affiliates	Partner Affiliates
LEVEL I Services			
Unlimited access to the Online Affiliate Resources	√	√	√
<i>Affiliate News</i> e-newsletter	√	√	√
Participation in the Delegate Assembly process	√	√	√
Book discount codes from the Affiliate Book Commission (ABC) Program	√	√	√
Leadership support opportunities	√	√	√
Connection to a representative on the Membership and Affiliate Relations Committee (MARC)	√	√	√
Opportunity to have affiliate events listed in the NCTM online event calendar	√	√	√
Grant Opportunities	√	√	√
Outreach and Engagement Awards	√	√	√
LEVEL II Services – Includes all services from Level 1			
Opportunity to host NCTM professional development programs such as regional conferences			√
Access to the Affiliate Book Commission (ABC) Program, which makes NCTM publications available to Affiliate conferences			√
Opportunity to have a representative from the Membership and Affiliate Relations Committee (MARC) meet virtually with the Affiliate's board at their meeting.			√
Discounted exhibit booth space at NCTM Annual Meeting and Exposition and Regional Conferences			√
Student Affiliate Services – Includes all services from Level 1			
Complimentary NCTM Student E-Membership for full-time students who are active members of the Affiliate.	√		
Complimentary registration for one faculty advisor to attend an NCTM Regional Conference or an NCTM Virtual Conference annually	√		
Letter of recognition for a faculty advisor upon request	√		

Criteria for New Affiliates

NCTM is currently accepting applications for new Partner, Associate, and Student Affiliates. Organizations that are granted new affiliation with NCTM must have:

1. A purpose/mission that is aligned with the mission and goals of NCTM.
2. A membership base of at least 50 members for Partner Affiliates, 25 for Associate Affiliates, or 10 members for Student Affiliates.
3. Plans for Affiliate and NCTM membership development.
4. Sponsorship by a state/province-level mathematics organization is encouraged for Student Affiliates (see below).
5. Commitment to maintaining year-round access to the Internet and email for the president and NCTM representative.
6. An active commitment to a community service project for Student Affiliates.
7. A set of governing rules that meet the following conditions:
 - Organization name reflecting its geographic location if appropriate.
 - Clearly stated purpose/mission.
 - Nonrestrictive membership clause providing for the involvement of all persons interested in the purposes of the organization and mathematics education (see below).
 - Continuity of elected and appointed leaders to ensure the stability of the organization (i.e., staggered terms of office).
 - NCTM representative who serves as the primary link between NCTM and the Affiliate, who is a current individual member of NCTM and maintains their membership.
 - President of the organization who is a current individual member of NCTM and maintains their membership.
 - Student Affiliates have a faculty advisor who is a current individual member of NCTM and maintains their membership.
 - Dissolution clause addressing disbursement of excess funds if the organization is dissolved.

Sponsorship of Student Affiliates

State- and Province-level Partner Affiliates are encouraged to provide guidance and support to new Student Affiliates in their state. Sponsorship entails no financial obligation but does imply a mentoring or supportive role as needed.

Nonrestrictive membership

No Affiliate may require membership in another organization as a prerequisite for membership in the Affiliate; and no Affiliate may deny membership to individuals on the basis of race, color, national origin, religion, sex (including gender identity and sexual orientation), or disability. In exceptional circumstances, an Affiliate may be accepted whose membership is restricted by factors other than those listed.

Affiliation with NCTM

To maintain affiliation with NCTM, an Affiliate:

- pays affiliation dues.
- keeps NCTM informed of any changes to officers' names or addresses, terms, membership dues, and other essential Affiliate information.
- has its president maintain current individual membership in NCTM throughout their term of office.
- has its NCTM representative maintain current individual membership in NCTM throughout their term of office.
- has its faculty advisor (Student Affiliates only) maintain current individual membership in NCTM throughout their term of office.
- files an annual report.
- maintains an approved constitution and bylaws with NCTM and submits copies of amended constitution and bylaws with changes highlighted.
- participates in the Delegate Assembly process when possible.
- promotes membership in NCTM.
- promotes NCTM by informing Affiliate members about NCTM's programs, conferences, and publications.
- maintains year-round access to the Internet and email for the president and NCTM representative.
- maintains relationships with other Affiliates within the state, province, or region as applicable.
- participates or sends representatives to any organized assembly of NCTM when possible.
- provides ongoing support to Associate Affiliates and Student Affiliates within the state, province, or region, as applicable (Partner Affiliates only).
- notifies NCTM if the Affiliate organization has dissolved.

Affiliation Status

An Affiliate's affiliation status can be either *In Good Standing*, *Not in Good Standing*, or *Eligible to have Charter Withdrawn*. Below is an explanation of what each designation means.

Good Standing

An Affiliate is *In Good Standing* if it has:

- paid its dues for the current affiliation year.
- up-to-date officer records on file with NCTM.
- a president who is a current individual member of NCTM.
- an NCTM representative who is a current individual member of NCTM.
- a faculty advisor who is a current individual member of NCTM (Student Affiliates only)

Not in Good Standing

If any of the criteria listed above is not met at any time, an Affiliate is deemed *Not in Good Standing* and is not eligible for services until it regains an *In Good Standing* status. NCTM emails monthly reminders to those Affiliates that are *Not in Good Standing*.

Dues must be paid by June 1 or the status of an Affiliate changes to *Not in Good Standing*. Affiliation renewal notices are sent by email annually.

Affiliates that have not updated officer records by the end of the month in which the officer terms expire become *Not in Good Standing* the first day of the following month. Officer information should be submitted online using the [Affiliate Officer Information Form](#). Please provide your officers' NCTM membership numbers to expedite processing.

Eligible to Have Charter Withdrawn

If an Affiliate's status is *Not In Good Standing* for six months, an Affiliate is *Eligible to have Charter Withdrawn* and is not eligible for services until it regains an *In Good Standing* status.

Withdrawal of Charter

An Affiliate will have its charter revoked approximately 90 days after becoming *Eligible to have Charter Withdrawn*. NCTM emails monthly reminders to all current or last-known officers on file for those Affiliates with a status of *Eligible to have Charter Withdrawn*. These officers would also be notified when the charter is officially revoked.

If an Affiliate's charter has been withdrawn, the Affiliate may submit a request for reinstatement to affiliates@nctm.org. Requirements for reinstating the group will be provided via email to the requester.

Role of the NCTM Representative

The NCTM Representative is a member of the Affiliate and a current individual member of NCTM. This Representative is either appointed or elected to serve as the primary contact for the Affiliate and for NCTM, thus enhancing the affiliation partnership.

The term of office for the NCTM Representative should be like that of other officers of the Affiliate. When possible, a training year shared by the incoming and outgoing NCTM Representatives allows for a smoother transition. The NCTM Representative either does the following or ensures that the following are done:

- Promotes membership in NCTM.
- Communicates information on NCTM activities.
- Provides NCTM updated lists of Affiliate officers, dates for the Affiliate's professional development activities, and membership lists.
- Follows correct procedures for ordering and selling NCTM educational materials via the Affiliate Book Commission (ABC) Program.
- Maximizes communication with the Membership and Affiliate Relations Committee (MARC) representative to enhance the partnership between NCTM and the Affiliate.
- Maximizes communication with the Affiliate's members about NCTM (e.g., NCTM membership information, publications, conferences, and other professional development opportunities).
- Ensures that Affiliate leaders are aware of their opportunity to submit resolution(s) and seek input on submitting resolution(s).
- Coordinates the Affiliate's involvement in the Delegate Assembly.
- Promotes NCTM professional development opportunities to Affiliate leaders.
- Encourages and works with the Affiliate president to submit annual reports.
- Submits copies to NCTM Affiliate Relations of amended constitution/bylaws with changes highlighted.

Suggested Activities

- Be fully cognizant of the Affiliate's position on Delegate Assembly resolutions and report back to the Affiliate on the disposition of the resolutions. See page 17.
- Review and apply for a MET Grant. See page 13.
- Submit for an Outreach and Engagement Award. See page 14.
- Provide Affiliate conference details for inclusion on NCTM's event calendar. See page 11.

Communicating with NCTM

NCTM stands ready to assist you with keeping officer records up to date, submitting your conference dates, keeping your Affiliate *In Good Standing*, and responding to your questions and concerns.

Profile

The Affiliate Profile report contains the information we have on file for the Affiliate, including the current affiliation status and officer details. Current officers may access this document by entering an [Affiliate Profile Request](#).

Officer Details

NCTM uses email to communicate with Affiliate organizations. Affiliation can offer organizations few benefits when outdated officer information is on file with NCTM. Please help us keep our records current by submitting your officers' information.

Before the end of the month in which one or more officer's terms expire, an Affiliate must submit new officer information to NCTM Affiliate Relations. Beginning the month following the term expiration date, Affiliates without current officer details on file are considered *Not in Good Standing*.

NCTM maintains information for up to nine officer positions within an Affiliate. The asterisk (*) indicates officer positions that are required.

- NCTM Representative *
- President *
- Treasurer *
- Faculty Advisor * (Student Affiliates only)
- Editor – Newsletter and/or Journal
- Community Relations Representative
- Membership Chair
- Executive Director/Executive Secretary
- President-Elect

Please use the [Affiliate Officer Information Form](#) to keep officer details up to date.

Annual Report

The Affiliate president is responsible for submitting this report to NCTM either the month before their term ends or on the anniversary of their term (if a president's term is more than one year). The [Affiliate Annual Report Form](#) is to be completed cooperatively by the Affiliate's president and NCTM representative annually.

Constitution

When changes are made to the Affiliate's Constitution or Bylaws, they must be submitted to affiliates@nctm.org with the date of adoption.

Questions

The NCTM Member Services team is available Monday through Friday, 8:30 a.m. to 5:00 p.m. ET at 800-235-7566 or affiliates@nctm.org.

Affiliate Benefits

Committee Support to Affiliates

The Membership and Affiliate Relations Committee (MARC) is charged to promote the mission and goals of NCTM by:

- Strengthening and enhancing our core image through experiences that support and energize teachers' passion for their profession—leveraging NCTM's resources, conferences, educational tools, website, content, and webinars.
- Strengthening the mathematics education community by supporting activities and relationships between/among Affiliates and NCTM members; enhancing member participation in both while preserving the individual identity of each.
- Cultivating a dynamic membership strategy to identify and leverage all opportunities to increase retention and value among current members.
- Developing and overseeing a comprehensive, integrated plan to recruit new and lapsed members.
- Promoting a plan to develop diverse future leaders from members of the NCTM and Affiliate community.
- Identifying and serving the growing needs of members at various stages of their careers.
- Overseeing the planning and facilitation of the Regional Caucuses and Delegate Assembly.

MARC representatives are appointed to a three-year term by the NCTM President. Generally, one representative is assigned to each of four regions (Central, Eastern, Southern, and Western), one to the Canadian region and At-Large Affiliates, and one as a student representative. Regional assignments are as follows:

Canadian	Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Nova Scotia, Northwest Territories, Nunavut, Ontario, Prince Edward Island, Quebec, Saskatchewan, Yukon
Central	Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin
Eastern	Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia
Southern	Alabama, Arkansas, Bermuda, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, US Virgin Islands, Virginia
Western	Alaska, American Samoa, Arizona, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah, Washington, Wyoming

Please note: MARC focuses on networking and connecting with Affiliates and may virtually attend board meetings of Partner Affiliates in the region when appropriate and feasible. Personal contacts allow the MARC representatives to learn more about the current priorities of the organizations, meet officers at a time when they are less distracted (than they might be at a conference), gather information so that NCTM can improve collaboration with Affiliates, and have an opportunity to share information about current NCTM initiatives.

Online Affiliate Resources

The Affiliate section of the NCTM website is designed specifically for leaders of NCTM's Affiliates and is considered a primary resource for Affiliate leaders. The [Affiliates section](#) of the NCTM Website contains forms, resources, and services available to Affiliates.

Affiliate News

Affiliate News is an electronic newsletter that provides timely information and updates to Affiliate leaders. The distribution list for each issue of *Affiliate News* is generated from our current Affiliate officer records. Please be sure the Affiliate's officer details are kept current with NCTM.

NCTM Leadership Development

The Membership and Affiliate Relations Committee (MARC) offers several online programs throughout the year to support and connect Affiliate leadership. Information for upcoming events will be included in *Affiliate News* and made available on the NCTM website.

Online Event Calendar

NCTM maintains a list of affiliate conference dates on the [Affiliate Event Calendar](#). Affiliate conference information may be submitted to NCTM via the [online submission form](#). There is also a "Submit Your Event" button available under the calendar on the NCTM website.

Discounts on Exhibit Booth Spaces

NCTM Affiliates receive special discounts on exhibit booth space at the NCTM Annual Meeting and Regional Conferences. Affiliates with a status of *In Good Standing* will be contacted by NCTM's sponsorship and advertising group (YGS) when these opportunities are available for purchase.

Permissions and Logos

Affiliates may request permission to reprint a journal article or excerpt from [Mathematics Teacher: Learning & Teaching PK-12 \(MTLT\)](#) by emailing permissions@nctm.org.

Content from [NCTM President's Messages](#) can be reprinted without permission as long as the original source is clearly cited.

The NCTM logo is trademarked, and its use is restricted to those approved by NCTM. The logos below were created specifically for NCTM's Affiliates and may be used in certain settings if pre-approved. Contact affiliates@nctm.org for more information on the use of these logos:



Affiliate Book Commission (ABC) Program

NCTM Affiliates have the opportunity to make NCTM resources available to their own members at their own events.

The Affiliate Book Commission (ABC) Program provides display copies of leading NCTM publication titles to Affiliates and allows them to promote the titles at their conferences. Attendees order through our online store with a discount, and the Affiliate can receive a commission on those sales.

Sample Titles

- Partner Affiliates may request a sample set of popular NCTM publications.
- The sample set of books is the Affiliate's to keep and use at future events—your own library of display copies.
- New publications (not previously sent) may be requested as available to expand the sample set. Please include the name and address of the officer who will be receiving the sample books.

Discount Code

- At least three weeks before the event, any Affiliate may request digital marketing fliers, which will have a code for attendees to receive a 20% price discount and free shipping.¹
- This code will be active for one week post-event, limited to two total active weeks.
- After the code expires, NCTM will send a commission check to the Affiliate treasurer on file for 10% of eligible book purchases.² Please be sure the treasurer's information is up to date.

Bulk Purchase Discount

- Affiliates may also purchase titles to have on hand for direct sales with an Affiliate Purchase Discount of 30% and free shipping.³ A minimum order of \$200 is required for this offer, and items are **not returnable**.

Complete an [Affiliate Book Commission Request](#) to receive materials for your Affiliate's conference.

¹ For events outside the contiguous United States, the code will provide a discount of 30 percent but shipping will not be free.

² A minimum of \$200 of qualifying purchases must be made to receive a commission.

³ Non-book products do not qualify for any discounts but will receive free shipping.

Grant Opportunities

Applications are due May 1.

The purpose of these MET-funded grants is to support the efforts of Affiliates to serve mathematics teachers by:

- supporting the foundational priorities of the National Council of Teachers of Mathematics and the goals of the Affiliate,
- promoting creative projects that help make NCTM and its Affiliates more visible to the public and educational partners, or
- building membership and revenues.

Based on the recommendation of the Membership and Affiliate Relations Committee (MARC), the Mathematics Education Trust (MET) Board of Trustees may award the appropriate grant to one Partner Affiliate, Associate Affiliate, and Student Affiliate.

Grant guidelines and applications are posted online on the [MET Grants to Affiliates](#) page.

Partner Affiliate Grant: Kenneth B. Cummins Grant (\$3,500 maximum)

The Kenneth B. Cummins Fund is the result of contributions initially donated to NCTM's Mathematics Education Trust (MET) by Dr. Cummins and the Ohio Council of Teachers of Mathematics. Dr. Cummins was an outstanding mathematics educator from Ohio and the award is to be given to (an) exceptional Partner Affiliate grant proposal(s).

Associate Affiliate Grant (\$2,500 maximum)

The Mathematics Education Trust (MET) Associate Affiliate Grant is an award of up to \$2,500 for an exceptional grant proposal.

Student Affiliate Grant (\$2,000 maximum)

The Mathematics Education Trust (MET) has approved a grant for projects from NCTM Student Affiliates. The grant will be awarded in an amount of up to \$2,000.

Affiliate Outreach and Engagement Award

Applications are due June 1.

The Membership and Affiliate Relations Committee (MARC) wishes to recognize the outstanding work of NCTM Affiliates in producing excellent professional outreach and engagement opportunities in the mathematics education community to connect with members, potential members, and/or communities.

The modes/methods of engagement and outreach are varied. They include but are not limited to, keeping members apprised of and engaged in the latest happenings in mathematics education, outreach to improve the teaching and learning of mathematics, conducting networking activities that engage members, outreach to cultivate leadership, or organizing an engagement activity that has a positive impact on mathematics education.

The Outreach and Engagement Award guidelines and application are posted online on the [Affiliate Awards](#) page.

Eligibility

- Affiliate is in good standing at the time of submission
- Affiliate has not won an award within the last five years

Award

- Recognition at the Delegate Assembly
- One free registration at the next NCTM Annual Meeting and Exposition for the Affiliate President or their designee

Affiliate Student E-Memberships

Each active member of an NCTM Student Affiliate who is a current full-time student is eligible to receive a complimentary Student E-Membership (a \$49 value), which includes:

- Online Access to all NCTM journals:
 - *Mathematics Teacher: Learning and Teaching PK-12 (MTLT)*
 - *Journal for Research in Mathematics Education (JRME)*
 - *Mathematics Teacher Educator (MTE)*
 - The archive libraries of all three legacy journals
- Complimentary registration to NCTM Regional Conferences and NCTM Virtual Conferences
- Discount registration to the NCTM Annual Meeting and other events
- Discounts of up to 30% on NCTM publications
- Access to online classroom resources
- Access to MyNCTM, the online mathematics community

NCTM Affiliate Relations will email the faculty advisor of each NCTM Student Affiliate that is *In Good Standing* annually with a spreadsheet specific to the current fiscal year. The faculty advisor may complete the spreadsheet, listing any active members of the Student Affiliate who are full-time students to receive this benefit.

FAQs about the Affiliate Program

Q: When must affiliation dues be paid?

A: To take advantage of the early payment discount, payment must be postmarked no later than April 20. The regular rate for dues must be paid by June 1 to remain *In Good Standing* and have access to all services.

Q: Why does NCTM have various categories of affiliation?

A: Approximately 150 Affiliates of NCTM generally range in membership size from 10 to 5,000. This means that there is a wide variety of needs represented. Having different options for affiliation enables NCTM to enhance its assistance to groups. Smaller organizations should work collaboratively with organizations in their state or province so that all resources on the state level are maximized.

Q: Can a state- or province-level Affiliate choose to become an Associate Affiliate?

A: No. State- and province-level organizations have a unique role to play in a state/province. The structure in place allows NCTM to enhance and target its organizational development assistance.

Q: Is NCTM accepting applications for new Affiliates?

A: Yes, applications are currently being accepted for Partner, Associate, and Student Affiliates. See page 5.

Q: Does a new Student Affiliate need a Partner Affiliate to sponsor them?

A: No, but it is encouraged, as a Partner Affiliate has information about activities and programs that have been successful and can ensure that a new organization is connected to state or provincial efforts to improve mathematics education.

Q: Why would my Affiliate want to sponsor a new Student Affiliate?

A: Agreeing to sponsor a new Student Affiliate is an opportunity to provide leadership and support to new and developing teachers.

Q: Why must all Affiliate presidents, NCTM representatives, and faculty advisors be individual members of NCTM?

A: As leaders of NCTM's partner organizations, it is critical that the people who hold these positions be committed to NCTM and their own professional development. Affiliate leaders will receive member communication and access to on-demand professional development through their individual NCTM membership.

Q: Will I need a password to use the Online Affiliate Resource Center?

A: No. The Resource Center is accessible to all.

Q: How do we know that officer changes have been received by NCTM?

A: NCTM will send an email confirmation when officer updates have been made. Please review the attached profile report when received to ensure accuracy.

Q: Which Affiliates are eligible for a grant or award?

A: All Affiliates in Good Standing are eligible for a grant and are encouraged to apply.

Q: When does an Affiliate become Not in Good Standing?

A: If all required officers are not current; if the Affiliate president, NCTM representative, or faculty advisor (for Student Affiliates) are not current members of NCTM; or if affiliation dues have not been paid by June 1 each year.

FAQs about the Delegate Assembly and Regional Caucuses

Q: What is the Delegate Assembly?

A: The Delegate Assembly is NCTM's formal structure for Affiliates to propose resolutions about mathematics education or Council operational issues.

Q: When does it occur?

A: The Delegate Assembly is held at every NCTM Annual Meeting & Exposition, usually on Thursday morning. The time and day may vary somewhat from year to year.

Q: Who can participate?

A: In May, the president and the NCTM representative of each Affiliate are invited to appoint one delegate and one alternate delegate to represent the Affiliate. Both may attend although only one person can vote. The delegate and alternate delegate must be current individual members of NCTM. Only Affiliates *In Good Standing* may participate in the Delegate Assembly.

Q: What is the procedure for our Affiliate to have a proposed resolution brought before the Assembly?

A: Affiliates are sent a Call for Resolutions. Proposed resolutions should be submitted to NCTM Headquarters, usually by July 15. Affiliates are encouraged to work with their NCTM Membership and Affiliate Relations Committee (MARC) representative in submitting proposed resolutions to ensure that everything is in order.

Q: What happens once the proposed resolution is submitted?

A: Proposed resolutions are reviewed by the Membership and Affiliate Relations Committee (MARC). A proposed resolution can be referred (i.e., to another NCTM committee or to the Headquarters Office) or it can be presented to the Delegate Assembly. The MARC may also choose to return the proposed resolution to the Affiliate for more clarification.

Q: What happens when a proposed resolution is referred to an existing committee or to the Headquarters Office?

A: Topics or issues raised in proposed resolutions may currently be under discussion or have already been addressed by an entity within NCTM. Such proposed resolutions are referred to the appropriate NCTM entity for a response. Responses are sent to the submitting Affiliate and are included in the Delegate Packet so that each Affiliate has time to review and discuss their position on the proposed resolution in preparation for the Regional Caucus and Delegate Assembly.

Q: What happens when a proposed resolution is referred to the Delegate Assembly?

A: This means that the topic/issue of the proposed resolution is either currently not being addressed by NCTM or the topic/issue deserves more attention. The delegates then may suggest that further action is desired.

Q: Why would a proposed resolution be returned to an Affiliate?

A: If a proposed resolution is submitted that is not clear in its intent or rationale, the committee can return the proposed resolution with questions and/or recommendations for improvement.

Q: What happens if our Affiliate has a proposed resolution after the July deadline?

A: At most, one proposed resolution can be adopted by each Regional Caucus and presented to the Delegate Assembly. A resolution brought in this manner must be accompanied by rationale and supporting evidence.

Q: Can a proposed resolution that has been referred be brought to the floor of the Delegate Assembly?

A: Yes. *Any* proposed resolution can be brought to the floor if *any* Affiliate (not just the submitting Affiliate) in the Regional Caucus thinks the proposed resolution or response deserves more attention. The delegates then may suggest that further action is required, propose revisions to the resolution, or call for the delegates to vote on a particular issue.

Q: Is there an opportunity for Affiliate leaders to discuss issues raised in proposed resolutions?

A: Yes. Regional Caucuses are held prior to the official start of the NCTM Annual Meeting & Exposition, and always *before* the Delegate Assembly. Regional Caucuses provide an opportunity for delegates, alternates, and other Affiliate leaders and NCTM members to discuss and revise currently proposed resolutions. The MARC representatives preside over these two-hour Regional Caucuses and the NCTM Board of Directors can participate.

Q: What happens to resolutions that are passed by the Delegate Assembly?

A: Resolutions that are passed are referred to the NCTM Board of Directors for consideration. The Board then acts on each resolution as it deems appropriate. Board actions will be posted online following the Annual Meeting. Affiliate leaders will be notified through the *Affiliate News* when actions have been posted. Following the Delegate Assembly, passed resolutions will be posted online in the Affiliate resources.

Q: What happens to the Delegate Assembly when there is no Annual Meeting?

A: The Delegate Assembly and Regional Caucuses are held with all in-person NCTM Annual Meetings. If an in-person NCTM Annual Meeting is canceled, the Delegate Assembly will also be canceled.

Legal and Tax Issues for NCTM Affiliates

INTRODUCTION AND PURPOSE

Although NCTM and its Affiliates operate with similar missions to serve teachers of mathematics, they are separate entities that operate independently. NCTM's incorporation status, tax status, and insurance coverage do not extend to its Affiliates.

NCTM has received questions regarding some legal aspects of Affiliate management. Since state and local laws are so diverse, these issues require legal counsel. To assist Affiliates, the following questions and answers were prepared, which include resources for further information. The information below is intended to serve as a resource and should not be construed as legal opinion or advice. Please refer to the appropriate resources and seek legal counsel for additional information.

Q: Is my Affiliate covered under NCTM's incorporation status, tax status, and insurance coverage?

A: No. NCTM is a legal and separate entity from all Affiliates (i.e., local, state, and Affiliates-at-Large) and its incorporation status, tax status, and insurance coverage do not extend to any Affiliate. Therefore, any legal, incorporation, tax, insurance, etc., questions or guidance must be directed to the Affiliate's local professional services for each of these issues.

Q: What are the benefits of having my Affiliate incorporated?

A: An organization may choose to become incorporated, thereby creating a legal entity not composed of individual members but considered to have its existence apart from its members for the purposes of organization, operations, liability, longevity, holding property, and so forth. Incorporation is a state process, and therefore, the process and specific benefits may differ according to the state of incorporation.

To learn more about the value and process of incorporating as a nonprofit organization, please seek legal counsel and additional information in the state in which you wish to incorporate.

Q: What about state tax-exempt status?

A: As not-for-profit organizations, NCTM and its Affiliates are eligible for nonprofit tax-exempt status. "Nonprofit" is a state law concept, and as such, the nonprofit status is determined under the laws of each state. A nonprofit status may provide certain state benefits, such as exemptions from state sales, property, and income tax. Since the state tax-exempt status is determined by each state, the tax-exempt status applies only in the state or states in which your Affiliate has applied for and received tax-exempt status. For more information on state tax exemption, contact your state directly.

Q: What about federal tax-exempt status?

A: Organizing as a nonprofit organization at the state level does not automatically grant the organization exemption from federal income tax. Only the Internal Revenue Service can exempt not-for-profit organizations from federal income tax. Incorporation is not required for an organization to be considered tax-exempt by the IRS. For more information on the topic of federal tax exemption, visit the IRS website or seek legal counsel.

Q: What insurance coverages are available for my Affiliate?

A: Because the insurance area is complex and the ramifications are great, seek a knowledgeable agent or broker to assist your Affiliate with maintaining adequate and appropriate coverage. The following are types of insurance coverage an Affiliate might consider:

General Property and Liability Coverage

Property insurance protects the organization’s physical assets, such as a building and its contents. Liability insurance protects from losses resulting from a real or alleged wrongful action on the part of the insured whether it be the directors, officers, staff, volunteers, or the organization itself. Property and liability coverage also may be extended to include “off-premises” activities such as seminars, conferences, and so on.

Association Professional Liability Insurance

Also referred to as Directors and Officers Liability coverage, this insurance protects designated officers and directors of an organization from personal liability resulting from decisions or situations that occurred during the officer’s term in office.

Volunteer Protection Act

The Volunteer Protection Act is intended to protect volunteers from liability for negligence that occurs within the scope of their work for the organization. It does have limitations and does not protect the organization itself.

Q: What should my Affiliate know about the Americans with Disabilities Act (ADA) requirements?

A: Each Affiliate offers a variety of professional development offerings, and Affiliates must be aware of the ADA requirements. This act requires organizations to provide full and equal accommodations to individuals with disabilities (defined as a condition that impairs major functions such as mobility, sight, or hearing).

One area of significant impact is at conferences. The conference host, at its own expense, must provide reasonable accommodation for those individuals protected by law. This includes ensuring that the meeting facilities and displays are accessible to individuals with disabilities as well as providing auxiliary aides, such as qualified sign interpreters, Braille programs, listening devices, etc., for those requesting them. For more information, visit <https://www.ada.gov/>.

SUMMARY

NCTM’s services are available to assist with many questions regarding Affiliate management. However, NCTM does not have the staff or legal resources to assist with matters related to legal and tax issues. The issues addressed above are complex and require each Affiliate to obtain legal guidance.

2024 – 2025 Key Dates

2024 EVENTS	
April 20	Deadline to use Early Payment Discount for Affiliation Renewal Dues
May 1	Deadline to submit MET Affiliate Grant applications
May 15	Call for Resolutions Call for Delegates
June 1	Deadline for Renewal of Affiliation Dues
June 1	Deadline to submit Outreach and Engagement Award applications
July 15	MET Affiliate Grant winners announced
August 1	Outreach and Engagement Award winner announced
August 20	Deadline to submit Resolutions to NCTM Deadline to register Delegates
August 31	Affiliate Student E-Memberships form released for 2024-25
September 9	Delegate Packet emailed to registered Delegates
September 25-26	Regional Caucuses – Delegate Assembly: McCormick Place Convention Center, NCTM 2024 Annual Meeting & Exposition, Chicago, IL
2025 EVENTS	
February 1	MET Affiliate Grant applications open Outreach and Engagement Award applications open
February 28	Affiliate Relations Guide updates released Call for Renewal of Affiliation