



CPAM Job Descriptions & Newsletter Publication Guidelines

Council of Presidential Awardees in Mathematics

June 30, 2025

CPAM Job Descriptions & Newsletter Publication Guidelines

This document contains all CPAM job descriptions and newsletter publication guidelines along with reference material in the Appendix. Individual entries can be updated as needed and dated accordingly.

Denise I. Griffiths

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Duties of CPAM President

1. Oversee and coordinate all CPAM activities, such as the virtual summer workshop, webinars, and other initiatives instituted by the Board. Communicate with members via President's Update emails.
2. In order to maintain affiliate status with NCTM and NCSM, the President must be a member in good standing with NCTM and NCSM. The NCTM membership dues are to be paid by the President. The NCSM membership dues may be paid by CPAM.
3. Set agendas for and chair all Board meetings which are usually held via Zoom. The summer meeting, usually held in June, is an extended meeting with reporting on the past year's activities and planning for the upcoming year. The agenda and the annual report for the June meeting should be posted to Dropbox.
4. Monitor the progress of the "to do" lists prepared by the Secretary at each Board meeting.
5. Monitor the duties in the job descriptions for the Board members and Committee Chairs.
6. Work with the Board to plan the CPAM Annual Membership Meeting. Prepare the *CPAM Is Your Organization!* form to be emailed to members after the CPAM Annual Membership Meeting. Collect survey results and share with the Board. Post the form to Dropbox.
7. Send thank you letters on behalf of CPAM to organizations that sponsor events for CPAM meetings at the NCTM Annual Meeting.
8. Invite the featured speaker for the CPAM Leadership Seminar for a K-12 presentation prior to the NCTM Annual Meeting. Arrange the location and order food for the CPAM Leadership Seminar.
9. Work with the President-elect or Past President to ensure that events at the NCTM Annual Meeting (CPAM Leadership Seminar, CPAM Reception) are arranged and coordinated.
10. Communicate regularly with the Nominations and Election Committee. Post notices as needed in the President's Update emails soliciting nominations for offices and explaining the election process.
11. With Board approval, appoint the chairs for the Nominations and Election Committee and for the Scholarship Committee. Members of the Nominations and Election Committee need to be in place by the end of June. Members of the Scholarship Committee need to be in place by December 15. All committee members must be current CPAM members and must maintain membership while serving on a CPAM committee. Solicit committee reports and share with the Board.
12. Review appointed positions on the Board – Database Manager, Newsletter Editor, Webmaster, and Advisor. According to the Constitution (Article IV, Section 2), the President near the end of the first year in office should review the appointed officers with the Past President and notify those appointees of the status of their positions by June 1.

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Duties of CPAM President *(continued)*

13. Write President's column for each issue of the newsletter. In the August issue of the newsletter, welcome the new officers and thank the officers who have recently left the board.
14. Assist with editing the newsletters and meeting minutes.
15. Write a letter of welcome to the new Presidential Awardees in Mathematics and email it to the new awardees as soon as email addresses for the new class become available. Post the letter to Dropbox.
16. Prepare a packet of materials for the new awardees. This packet may include a letter of welcome from the CPAM President, a letter of welcome from the grade level representatives, an information letter about the listserv, a mentor certificate, and other items deemed appropriate by the Board, such as the newsletter. Post a list of items included in the packet to Dropbox.
17. Serve as an advocate for Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST) awardees, including maintaining communication with SEPA and APAST, and attending the State Coordinators for the PAEMST national meeting if invited.
18. Send thank you letters or emails to the supervisor of each newly elected and outgoing Board member acknowledging their upcoming service or their years of service on the Board. Letters should be sent over the summer.
19. Arrange for ordering and payment of CPAM pins for new awardees. Allow sufficient time for the arrival of the pins. Send a thank you note on behalf of CPAM to the appropriate company if the pins are donated. Post the ordering information and the bill to Dropbox.
20. Participate in the Awards Week in Washington, D.C., if invited.
21. See that student certificates of excellence and mentor certificates are updated as needed and are available online. Prepare certificates for outgoing Board members. Post to Dropbox.
22. Keep updated electronic files of duties and activities to pass on to the next President.
23. If there are any approved expenses on behalf of CPAM, expenses must be submitted to the Treasurer with a check request form and receipt within 30 days of when the expense occurred.

Newsletter deadlines are June 30, October 1, January 15, and April 1.

Articles are to be written in single space Cambria 10 font with no added formatting (like spaces between paragraphs). All articles will be submitted with headlines and writer's name with correct format for identifying member, e.g., Kathy Miles, MD 1993 Sec.

Prepared by Sue Eddins, 1998
Updated 1999, 2001, 2014, 2019, 2021, 2025

Duties of CPAM President-elect / Past President

1. Arrange for an annual webinar series with three sessions during the academic year. Select the speakers, set up registration, and advertise for each session through the newsletter, listserv, and Facebook.
2. Take charge of the CPAM from Research to Practice on the CPAM Member Only section of CPAM's website. Post new research articles several times a year.
3. If necessary, contact publishers/sponsors and arrange a CPAM social at the NCTM Annual Meeting. These plans should be completed by June 30th.
4. Consider having a social at NCTM Regional Meetings. Contact publisher/sponsors and/or arrange with volunteers to host a CPAM social with a small grant from the CPAM Treasury to use towards food. Arrangements can be made for a cash bar.
5. Write an article for the August issue of the newsletter on the NCTM Annual Meeting with special attention to CPAM related activities, such as the CPAM Leadership Seminar and CPAM Reception. The newsletter article should be completed by June 30th.
6. Prepare the *Take This Sheet* for the August newsletter. This document should be prepared by June 30th. Post this document to Dropbox.
7. Prepare a thank you list with names, addresses, and email addresses for CPAM members to send thank you notes for the events at NCTM including the CPAM Leadership Seminar and evening social. This list should be available, if possible, during the events, posted on the listserv promptly after the CPAM events at NCTM, and included in the November newsletter.
8. Write an article on Lands' End logo attire for the November issue of the newsletter. Post the Land's End information to Dropbox.
9. Assist with editing the newsletters and meeting minutes.
10. Assist the President as requested in other duties.
11. Attend all Board meetings which are usually held via Zoom.
12. Keep updated electronic files of duties and activities to pass on to the next President-elect or Past President.
13. If there are any approved expenses on behalf of CPAM, expenses must be submitted to the Treasurer with a check request form and receipt within 30 days of when the expense occurred.

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Articles are to be written in single space Cambria 10 font with no added formatting (like spaces between paragraphs). All articles will be submitted with headlines and writer's name with correct format for identifying member, e.g., Kathy Miles, MD 1993 Sec.

Prepared by Sue Eddins, 1998

Updated 2001, 2014, 2019, 2021, 2025

Duties of CPAM Secretary

1. Take minutes of the CPAM Annual Membership Meeting held in the fall. Post the approved final minutes to Dropbox. Prepare highlights of the CPAM Annual Membership Meeting minutes for the November or February newsletter.
2. Take minutes of all Board meetings. Post the approved final minutes to Dropbox. Prepare highlights of the extended Board meeting in June for the August newsletter
3. Prepare a “to do” list at each Board meeting. Share it with all Board members immediately following the meeting.
4. Prepare the CPAM Board and Committee Chairs Contact Information document for July 1 of each year. Keep the “revised date” on the form. Share this document with the Board and post to Dropbox.
5. Update the CPAM stationery file for July 1 of each year to reflect the change in officers and send to the Board. Post to Dropbox.
6. Incorporate appropriate changes or revisions to the Constitution and inform the membership.
7. Keep an accurate file of all of the correspondence, mailing inserts, notices, etc., sent to the membership.
8. Attend all Board meetings which are usually held via Zoom.
9. Keep updated electronic files of duties and activities to pass on to the next Secretary.
10. If there are any approved expenses on behalf of CPAM, expenses must be submitted to the Treasurer with a check request form and receipt within 30 days of when the expense occurred.

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Articles are to be written in single space Cambria 10 font with no added formatting (like spaces between paragraphs). All articles will be submitted with headlines and writer’s name with correct format for identifying member, e.g., Kathy Miles, MD 1993 Sec.

Prepared by Mary Lou Derwent, Reverie Suzuki, and Denise I. Griffiths, 1995
Updated 1997, 1998, 1999, 2001, 2014, 2019, 2021, 2025

Duties of CPAM Treasurer

1. Maintain accurate records listing credits and debits in appropriate categories with an accurate balance. As the scholarship fund accumulates, money is transferred to the Baltimore Community Foundation (BCF), which manages the scholarship dispersal. Consult with the Scholarship Chair as to whether the transfer is to go to the endowed funds or is available for scholarships
2. Receive dues payments and scholarship donations from the Database Manager. Deposit funds in a timely manner.
3. Prepare a check request form. Distribute to Board members at the start of each new fiscal year. Explain that the form must be completed and submitted with a receipt within 30 days of when the expense occurred. Post to Dropbox.
4. Pay all bills including NCTM and NCSM affiliate dues. Notify the NCTM Representative when the NCTM and NCSM dues are paid.
5. Prepare financial reports for all Board meetings. All financial reports need to be reviewed by two Board members for accuracy. The Database Manager should review the reports for dues and scholarship donations. The Advisor should review the rest of the financial report and compare it with the bank balance.
6. The June 30th treasurer's report, once approved by the Board, is used in filing CPAM's taxes. The June 30th treasurer's report is to be shared at the CPAM Annual Membership Meeting and is to be included in the November newsletter. The June 30th treasurer's report should be posted to Dropbox.
7. Arrange for a review of the financial records at the time of transfer to the next treasurer. When the review is complete, the reviewer should send a letter to the President with a copy to the Treasurer and the Advisor reporting on the status of CPAM's financial records.
8. The new Treasurer should open a checking account as early as possible in July at the start of the new fiscal year with a check of at least \$5,000 from the outgoing Treasurer. A transfer of the remaining balance of funds should occur when all outstanding bills have been paid by the outgoing Treasurer but no later than September 30th. The Advisor should serve as an alternate signature on all CPAM financial accounts.
9. Keep the extra pins from each year and sell them as needed for \$6.00.
10. Write an article on the extra pins for the August newsletter.
11. Arrange for ordering and payment of name badges for new officers.
12. Attend all Board meetings which are usually held via Zoom
13. Keep updated electronic files of duties and activities to pass on to the next Treasurer.

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Duties of CPAM Treasurer *(continued)*

14. If there are any approved expenses on behalf of CPAM, the Treasurer needs to complete a check request form and file that along with a receipt within 30 days of when the expense occurred.

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Prepared by Susan Craig, 1998

Updated 2001, 2002, 2014, 2019, 2021, 2025

Duties of CPAM Elementary School (K - 4) Representative

1. Prepare a letter of congratulations and "Welcome to CPAM" to all new Elementary Presidential Awardees. This is to be done jointly with the Middle School Representative. The signatures of the Elementary School Representative and the Middle School Representative should be on the letter to the Elementary Presidential Awardees. Post to Dropbox.
2. Advise the Board in areas regarding the elementary school level.
3. Collaborate with the other grade level representatives to provide professional development opportunities for CPAM members (e.g., summer workshops, book chats, or a session at NCTM).
4. Contribute to the listserv and social media outlets at least once a month and identify yourself as the CPAM Elementary School Representative.
5. Submit articles for each issue of the newsletter including the issue prior to leaving office.
6. Attend all Board meetings which are usually held via Zoom.
7. Keep updated electronic files of duties and activities to pass on to the next Elementary School Representative.
8. If there are any approved expenses on behalf of CPAM, expenses must be submitted to the Treasurer with a check request form and receipt within 30 days of when the expense occurred.

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Prepared by Mary Lou Derwent and Mary Modene, 1998
Updated 1999, 2001, 2014, 2019, 2021. 2025

Duties of CPAM Middle School (5 - 8) Representative

1. Prepare a letter of congratulations and "Welcome to CPAM" to all new Elementary and Secondary Presidential Awardees. This is to be done jointly with the Elementary School Representative and the Secondary School Representative. The signatures of the Middle School Representative and the Elementary School Representative should be on the letter to the Elementary Presidential Awardees. The signatures of the Middle School Representative and the Secondary School Representative should be on the letter to the Secondary Presidential Awardees. Post to Dropbox.
2. Advise the Board in areas regarding the middle school level.
3. Collaborate with the other grade level representatives to provide professional development opportunities for CPAM members (e.g., summer workshops, book chats, or a session at NCTM).
4. Contribute to the listserv and social media outlets at least once a month and identify yourself as the CPAM Middle School Representative.
5. Submit articles for each issue of the newsletter including the issue prior to leaving office.
6. Attend all Board meetings which are usually held via Zoom.
7. Keep updated electronic files of duties and activities to pass on to the next Middle School Representative.
8. If there are any approved expenses on behalf of CPAM, expenses must be submitted to the Treasurer with a check request form and receipt within 30 days of when the expense occurred.

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Prepared by Mary Lou Derwent and Jo Ann Schuette, 1998
Updated 1999, 2001, 2014, 2019, 2021, 2025

Duties of CPAM Secondary School (9 – 12) Representative

1. Prepare a letter of congratulations and "Welcome to CPAM" to all new Secondary Presidential Awardees. This is to be done jointly with the Middle School Representative. The signatures of the Secondary School Representative and the Middle School Representative should be on the letter to the Secondary Presidential Awardees. Post to Dropbox.
2. Advise the Board in areas regarding the secondary school level.
3. Collaborate with the other grade level representatives to provide professional development opportunities for CPAM members (e.g., summer workshops, book chats, or a session at NCTM).
4. Contribute to the listserv and social media outlets at least once a month and identify yourself as the CPAM Secondary School Representative.
5. Submit articles for each issue of the newsletter including the issue prior to leaving office.
6. Attend all Board meetings which are usually held via Zoom.
7. Keep updated electronic files of duties and activities to pass on to the next Secondary School Representative.
8. If there are any approved expenses on behalf of CPAM, expenses must be submitted to the Treasurer with a check request form and receipt within 30 days of when the expense occurred.

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Prepared by Mary Lou Derwent and Jill Moser, 1998
Updated 1999, 2001, 2014, 2019, 2021, 2025

Duties of CPAM NCTM Representative

1. Serve as a liaison with NCTM, NCSM and CPAM and coordinate with other affiliate groups at large.
2. Work with the Treasurer to see that the NCTM and NCSM affiliate dues are paid in a timely fashion.
3. In order to maintain affiliate status with NCTM and NCSM, the NCTM Representative must be a member in good standing with NCTM and NCSM. The NCTM membership dues are to be paid by the NCTM Representative. The NCSM membership dues may be paid by CPAM.
4. Attend the Delegate Caucuses and the Delegate Assembly held during the NCTM Annual Meeting, represent the views of CPAM, and vote accordingly on resolutions and issues brought before the delegates. When possible, have a second CPAM Board member attend the Delegate Caucuses and the NCTM Delegate Assembly.
5. Submit NCTM resolutions for the Delegate Assembly after Board approval.
6. Report on issues discussed by the Delegate Caucuses and Assemblies to the Board and the CPAM membership, and solicit input for further discussions and directions. This should be done orally at the CPAM Annual Membership Meeting as well as in a written report in the November or February newsletter.
7. Update the Board on NCTM policies, activities and procedures.
8. Follow the criteria for an affiliate to be “in good standing” with NCTM and NCSM so that CPAM maintains its good standing status. Update the affiliate officer list with NCTM after the May election. Post the affiliate form for NCTM to Dropbox.
9. Submit articles with appropriate NCTM information for each issue of the newsletter including the issue prior to leaving office.
10. Attend all Board meetings which are usually held via Zoom.
11. Keep updated electronic files of duties and activities to pass on to the next NCTM Representative.
12. If there are any approved expenses on behalf of CPAM, expenses must be submitted to the Treasurer with a check request form and receipt within 30 day of when the expense occurred.

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Prepared by Julianna Csongor, 1999
Updated 2001, 2014, 2019, 2021, 2025

Duties of CPAM Database Manager

1. Maintain an accurate listing of current members, those lapsed over time, and those non-renewed for the current year. This involves recording all renewals including any updated information as well as recording scholarship donations. CPAM membership runs from July 1st through June 30th regardless of when dues are paid.
2. Receive dues payments and scholarship donations. Forward all monies to the Treasurer in a timely manner.
3. Provide access to Dropbox to new Board members.
4. Maintain an accurate list of deceased CPAM members. Post to Dropbox. Submit the deceased names to the PAEMST website for inclusion on the national list of deceased awardees.
5. Add new awardees to the CPAM database after each new awardee completes a contact form. Share that list with the Webmaster.
6. Email receipts for scholarship contributions of \$100 or more. The IRS requires a written acknowledgement for donations of \$250 or more. The acknowledgement must contain the amount of the donation, the date of the contribution, a description and value of goods the organization provides in return or a statement that no goods or services were provided.
7. Provide Dues Notice forms to the Newsletter Editor for inclusion in the May and August newsletters. Membership articles should be included in both newsletters.
8. Send an updated Dues Notice form to the Webmaster for posting on the CPAM website by May 1.
9. Prepare a list of scholarship donors for the Newsletter Editor for the August issue.
10. Prepare a list of deceased Presidential Awardees for the November newsletter.
11. Provide files for mailing labels as requested. The standard preparation is:
 - Current members and non-paid up from the two previous membership years and the VIP list for the August issue. Membership expiration dates should appear on the mailing labels.
 - VIP labels for the November, February, and May issues.
12. Provide email addresses for current members to the Nominations and Election Committee for the May election.
13. Work with the Webmaster to track down bounced email addresses from emailed newsletters.
14. Send out emailed reminders to members from the last two membership years who have not renewed their memberships by October 15th.

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Duties of CPAM Database Manager *(continued)*

15. Attend all Board meetings which are usually held via Zoom.
16. Keep updated electronic files of duties and activities to pass on to the next Database Manager.
17. If there are any approved expenses on behalf of CPAM, expenses must be submitted to the Treasurer with a check request form and receipt within 30 days of when the expense occurred.

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Prepared by Don Scheuer, 2001
Updated 2014, 2019, 2021, 2025

Duties of CPAM Newsletter Editor

1. Publish four issues of CPAM's newsletter, CPAM Notes®. The newsletter is published in August, November, February, and May.
2. Send reminders to the entire Board, committee chairs, and columnists indicating individual responsibilities and the newsletter deadline three to four weeks in advance of the deadline.
3. Write the editor's column for each newsletter.
4. Work with the Database Manager and the Webmaster for the distribution of the emailed issues of the newsletters.
5. Maintain up-to-date publication guidelines for the newsletter.
6. Attend all Board meetings which are usually held via Zoom.
7. Keep updated electronic files of duties and activities to pass on to the next Newsletter Editor.
8. If there are any approved expenses on behalf of CPAM, expenses must be submitted to the Treasurer with a check request form and receipt within 30 days of when the expense occurred.

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Prepared by Denise I. Griffiths and Kathy Miles, 2014
Updated 2019, 2021, 2025

Duties of CPAM Listserv and Webmaster

1. Maintain and update an active listserv of awardees.
2. Maintain and update the website in a timely manner with information (dues notice, scholarship applications, list of officers, student certificate, etc.) that is helpful to the membership. Check links and add information as deemed appropriate.
3. Provide information to new awardees on how to join the listserv and how to join the Members Only portion of the website.
4. Write an article for the August newsletter on how to join the listserv, and how to use the listserv. Include information on how to join the Members Only portion of the website. Post this information to Dropbox.
5. Periodically refresh and review the overall look of the website.
6. Send out emailed editions of the newsletter. Add the newsletter to the Members Only portion of the website.
7. Work with the Database Manager to track down bounced email addresses from emailed newsletters.
8. Work with the Advisor to ensure that CPAM's domain name is properly registered with Network Solutions. As of June 2, 2025, CPAM's domain name was renewed with Network Solutions for 20 years with expiration date December 15, 2045. Domain Privacy + Protection was purchased for 10 years (maximum time allowed) with expiration date June 2, 2035.
9. Monitor the listserv and stay up-to-date on the latest software and virus protection information to ensure a smooth operation.
10. Attend all Board meetings which are usually held via Zoom.
11. Keep updated electronic files of duties and activities along with an archive of listserv requests and mail errors to pass on to the next Webmaster regarding the listserv.
12. If there are any approved expenses on behalf of CPAM, expenses must be submitted to the Treasurer with a check request form and receipt within 30 days of when the expense occurred.

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Prepared by Pam Newberry, 2002
Updated 2014, 2019, 2021, 2025

Duties of CPAM Advisor

The Advisor position was originally an ex-officio position on the Board. The position was formalized in the 2023 revision of the Constitution. If there is a vacancy in this position, then the tasks listed below need to be re-assigned as noted, or by the President if no alternate position is indicated.

1. File CPAM's appropriate tax form (Form 990-N) with the IRS. (Treasurer)
2. Pay the Annual Delaware Franchise Tax and file the accompanying report. The fee and report are annual requirements since CPAM is incorporated in Delaware. (Treasurer)
3. Review the financial reports for the Treasurer. The Database Manager should review the reports for dues and scholarship donations. The Advisor should review the rest of the financial reports and compare figures with the bank balance. (President)
4. Serve as the alternate signature on all CPAM financial accounts. (President)
5. Maintain a historical listing of CPAM officers. Post to Dropbox. (Secretary)
6. Provide feedback and background information to the Board.
7. Assist with editing the newsletters and meeting minutes.
8. Maintain the *CPAM Job Descriptions & Newsletter Publication Guidelines*. Share the updated file each year with the Nominations & Election Committee Chair after the summer Board meeting and with the Webmaster CPAM's website. (Secretary)
9. Work with the Webmaster to ensure that CPAM's domain name is properly registered with Network Solutions. As of June 2, 2025, CPAM's domain name was renewed with Network Solutions for 20 years with expiration date December 15, 2045. Domain Privacy + Protection was purchased for 10 years (maximum time allowed) with expiration date June 2, 2035.
10. Order t-shirts as gifts for new awardees. (President-elect/Past President)
11. Handle the advertising (newsletter, listserv, and Facebook) and registration for the CPAM Leadership Seminar. Maintain the seminar financial history and compile the seminar evaluations. Provide a follow-up article to the seminar for the November newsletter.
12. Serve on the CPAM Scholarship Committee.
13. Provide a ribbons and t-shirt article for the August issue of the newsletter.
14. Provide a history article for the November issue of the newsletter.

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Duties of CPAM Advisor *(continued)*

15. Provide an article and news release on the student certificate for the February issue of the newsletter. Post to Dropbox. Send the news release and certificate to the Webmaster for posting on the website.
16. Attend all Board which are usually held via Zoom
17. Keep updated electronic files of duties and activities to pass on to the appropriate Board member.
18. If there are any approved expenses on behalf of CPAM, expenses must be submitted to the Treasurer with a check request form and receipt within 30 days of when the expense occurred.

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Prepared by Denise I. Griffiths, 2014
Updated 2019, 2021, 2025

Duties of CPAM Nominations and Election Committee Chair

1. Work with the President to make certain that a full Nominations and Election Committee is in place before the end of June. The Chair of the Nominations and Election Committee should report monthly to the President on the status of the nominations process.
2. Solicit nominations for office. Prepare a “Call for Nominations” article for the August newsletter including the offices up for election, overview of duties, and names of the members of the Nominations and Election Committee. A second “Call for Nominations” article should appear in the November newsletter.
3. Send periodic reminders, once a month September through March, to the listserv seeking nominations for office. Work with the President to promote nominations through the President’s Update emails.
4. The Nominations and Election Committee should prepare a slate of not more than two candidates for each office. If there is only one candidate, then a space for a Write-in Candidate should be provided on the ballot. The CPAM Board should review and approve the ballot.
5. Confirm that updated job descriptions are available online at the CPAM website. All members of the Nominations and Election Committee should be familiar with the duties of the positions up for election and can refer potential candidates to the posted job descriptions.
6. Confirm with the Database Manager that candidates are current CPAM members.
7. Check with the Newsletter Editor regarding the appropriate format for the candidate profiles. Submit the candidate profiles in the appropriate format to the Newsletter Editor by April 1.
8. Arrange for the election. The election is currently carried out with online voting. Ask the Database Manager to send current member email addresses to the online voting administrator for the online election. The timing of the online election must be agreed upon by the President, the Newsletter Editor, the Nominations and Election Chair, and the online voting administrator.
9. The Webmaster will post the candidates’ profiles on a designated webpage that is only available during the election. The online voting administrator should reference the posting of the profiles both online and in the May issue of the newsletter.
10. Explain the election procedures in the February and May issues of the newsletter, with announcements on the listserv and through the President’s Update emails. In each reminder, encourage members with email address changes to notify the Database Manager. Only CPAM members as of April 30 with accurate email addresses on file will receive notification about the online voting.
11. Newly elected officers begin their term of office on July 1 following the election through June 30th two years later with the exception of President-elect. President-elect serves one year in that position, two years as President, and one year as Past President.

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Duties of CPAM Nominations and Election Committee Chair *(continued)*

12. Notify the CPAM President and all of the candidates about the results of the election. The CPAM President will announce the new officers on the listserv. Send complete contact information for new officers to the President and the Secretary.
13. Prepare a report for the Board Meeting held in June.
14. Keep updated electronic files of duties and activities to pass on to the next Nominations and Election Committee Chair.
15. If there are any approved expenses on behalf of CPAM, expenses must be submitted to the Treasurer with a check request form and receipt within 30 days of when the expense occurred.

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Prepared by Denise I. Griffiths, 2014
Updated 2019, 2021, 2025

Duties of CPAM Scholarship Committee Chair

1. Revise the Scholarship Applications on an annual basis. Send the files in PDF format and Word format to the Webmaster for posting on the website and to the Newsletter Editor for the August and November newsletters. Post the Scholarship Applications to Dropbox.
2. Work with the President to make certain that a full Scholarship Committee is in place by December 15. The Scholarship Committee is composed of eight members on a four year rotation with two members going off and two members coming on each year. The committee should include both elementary and secondary awardees from a variety of years.
3. Maintain contact with the Baltimore Community Foundation (BCF).
 - a. Know what form (usually Conflict of Interest) BCF requires from each member of the Scholarship Committee.
 - b. Be aware of the fund status with BCF. Know how much money is endowed and how much money is available for granting scholarships.
 - c. The current contacts for BCF are
Nanyamka Halas 410-332-4172 ext 147 *OR*
David Kanter 301-928-0739 ext 145
Donor Services Officer
Baltimore Community Foundation
11 East Mount Royal Avenue, 2nd Floor
Baltimore, MD 21202
Fax: 410-837-4701
nhalas@bcf.org *OR* dkanter@bcf.org
www.bcf.org
4. Solicit applications for the scholarships via the August and November newsletters and with timely reminders on the CPAM listserv. Confirm with the Database Manager that the awardees nominating scholarship applicants are current CPAM members.
5. Send copies of the guidelines, copies of the scholarship applications and other appropriate forms to members of the Scholarship Committee.
6. Chair the judging process via a Zoom session. Committee members should read all of the scholarship applications and submit their rank order of the scholarship applications to the Scholarship Chair prior to the Zoom session. Rank order at least three applications in case the first or second choice receives a full scholarship or changes majors.
7. Notify all the scholarship applicants as to the results of the scholarship selection before May 1.
8. Prepare an announcement on the scholarship recipient.

Continued next page

Duties of CPAM Scholarship Committee Chair *(continued)*

9. Prepare four newsletter articles. All articles should request scholarship contributions.
 - a. **August** — Send the Scholarship Applications (criteria and application forms) to the newsletter. Write an accompanying article about the scholarships. Write about what the current scholarship recipients did over the summer.
 - b. **November** — Send the Scholarship Applications (criteria and applications form) to the newsletter. Write an accompanying article about the scholarships.
 - c. **February** — Write about what the current scholarship recipients are doing in college. (Look for any tutoring, assisting teachers, or math related activity.)
 - d. **May** — Write an article on the recently announced scholarship recipient. Include a photograph of the student.
10. Send timely reminders to scholarship recipients to submit required information to BCF.
11. Prepare a report for the Board meeting held in June. Update the CPAM scholarship chart regarding scholarship amounts awarded following the release of Baltimore Community Foundation reports and share with the President.
12. Award the Margie Raub Hunt Materials Grant when a scholarship recipient graduates from college and starts his/her first semester of teaching.
13. Keep updated electronic files of duties and activities to pass on to the next Scholarship Committee Chair.
14. If there are any approved expenses on behalf of CPAM, expenses must be submitted to the Treasurer with a check request form and receipt within 30 days of when the expense occurred.

Newsletter deadlines are June 30, October 1, January 15, and April 1.

Articles are to be written in single space Cambria 10 font with no added formatting (like spaces between paragraphs). All articles will be submitted with headlines and writer's name with correct format for identifying member, e.g., Kathy Miles, MD 1993 Sec.

Prepared by Margie Raub Hunt, 2010
Updated 2014, 2019, 2021, 2025

Newsletter Publication Guidelines

The Newsletter Editor emails timely reminders to Board members, committee chairs, and any columnists for articles for each of the four issues.

AUGUST - Issue 1 (goal to arrive by August 10)

Deadline: June 30

Distribution:

- US mail to awardees who are current members or who have been members in either of the last 2 membership years
- US mail to the VIP list

Contents to include:

- President's Column (President)
- Awardees in Action (Awardees in Action columnist)
- NCTM news (NCTM Representative)
- Articles by Elementary School, Middle School, and High School Representatives (Grade level representatives)
- Highlights of June CPAM Board Meeting (Secretary)
- Dues article (Database Manager)
- Article on CPAM listserv and website (Webmaster)
- New officers announced and outgoing officers thanked (President)
- Call for nominations (Nominations and Election Committee Chair)
- Article on CPAM Leadership Seminar with registration insert (Seminar Coordinator)
- Article on the Presidential Award ribbons and t-shirts (Advisor)
- Article on CPAM events at NCTM Annual Meeting and appropriate registration forms (President-elect/Past President)
- Take This Sheet to . . . (President-elect/Past President)
- Article on Denise I. Griffiths Scholarship Applications (Scholarship Committee Chair)
- Article on pins (Treasurer)
- List of contributors to the Denise I. Griffiths Scholarship Fund (Database Manager)
- Newsletter Editor's column (Newsletter Editor)
- Reminder to report change of email and mailing address to the Database Manager
- Banner to follow CPAM on social media (Facebook, Twitter) as space permits for the front page. Otherwise include in another section of the newsletter.

Inserts:

- Second dues notice to non-members (Database Manager)
- Scholarship Applications - high school & college (Scholarship Committee Chair)
- CPAM Leadership Seminar registration form (Seminar Coordinator)
- Take This Sheet to . . . (President-elect/Past President)

NOVEMBER - Issue 2 (goal to arrive by November 15)

Deadline: October 1

Distribution:

- Emailed to members
- US mail to the VIP list

Contents to include:

- President's Column (President)
- Awardees in Action (Awardees in Action columnist)
- NCTM news (NCTM Representative)
- Articles by Elementary School, Middle School, and High School Representatives (Grade level representatives)
- Treasurer's June 30th report (Treasurer)
- Highlights of the CPAM Annual Membership Meeting if available (Secretary)
- CPAM Is Your Organization! Article with form to follow after CPAM Annual Membership Meeting (President)
- CPAM logo attire order information (President-elect/Past President)
- CPAM Facts and History article (Advisor)
- *Thank You* list with addresses to people and companies for support at NCTM functions (President-elect/Past President)
- Article on CPAM Leadership Seminar (Seminar Coordinator)
- Report on Delegate Assembly if available (NCTM Representative)
- Article and scholarship application forms (Scholarship Committee Chair)
- Call for nominations (Nominations and Election Committee Chair)
- List of deceased Presidential Awardees in Mathematics (Database Manager)
- Newsletter Editor's column (Newsletter Editor)
- Reminder to report change of email and mailing address to the Database Manager
- Banner to follow CPAM on social media (Facebook, Twitter) as space permits for the front page. Otherwise include in another section of the newsletter.

Inserts:

- Scholarship Applications - high school & college (Scholarship Committee Chair)

FEBRUARY – Issue 3 (goal to arrive by February 15)

Deadline: January 15

Distribution:

- Emailed to members
- US mail to the VIP list

Contents to include:

- President's Column (President)
- Awardees in Action (Awardees in Action columnist)
- NCTM news (NCTM Representative)
- Articles by Elementary School, Middle School, and High School Representatives (Grade level representatives)
- Highlights of the CPAM Annual Membership Meeting if not available for the November newsletter (Secretary)
- Scholarship article (Scholarship Committee Chair)
- Upcoming election information (Nominations & Election Chair)
- Save the date article for the CPAM Leadership Seminar (Seminar Coordinator)
- Report on Delegate Assembly if not available for the November newsletter (NCTM Representative)
- Article on the student certificate and news release (Advisor)
- Newsletter Editor's column (Newsletter Editor)
- Reminder to report change of email and mailing address to the Database Manager
- Banner to follow CPAM on social media (Facebook, Twitter) as space permits for the front page. Otherwise include in another section of the newsletter.

Inserts (February):

- No inserts

May – Issue 4 (goal to arrive by May 15)

Deadline: April 1

Distribution:

- Emailed to members
- US mail to the VIP list

Contents to include:

- President's Column (President)
- Awardees in Action (Awardees in Action columnist)
- Articles by Elementary School, Middle School, and High School Representatives (Grade level representatives)
- NCTM news (NCTM Representative)
- Article on CPAM Leadership Seminar with registration insert (Seminar Coordinator)
- CPAM scholarship recipient article by Scholarship Committee Chair (Scholarship Committee Chair)
- Voting information and invitation to vote. (Nominations & Election Chair)
- Profiles of candidates in approved format for appropriate offices (Nominations & Election Committee Chair)
- Article on renewing membership and dues notice (Database Manager)
- Newsletter Editor's column (Newsletter Editor)
- Reminder to report change of email and mailing address to the Database Manager
- Banner to follow CPAM on social media (Facebook, Twitter) as space permits for the front page. Otherwise include in another section of the newsletter.

Inserts:

- Dues Notice (Database Manager)
- CPAM Leadership Seminar registration form (Seminar Coordinator)

PRODUCTION STEPS FOR ALL ISSUES

- All inserts should have corresponding articles to support them.
- Prepare newsletter, both email and print versions.
- Email newsletter to President, President-elect/Past President and Advisor for editing.
- Obtain mail and email information from the Database Manager.
- Make editing changes.
- Email PUB file or PDF of newsletter as requested by the printer. Inspect sample issue and authorize printing with inserts as appropriate.
- Have Database Manager prepare mailing labels and attach to newsletters, affix stamps, and mail.
- Send email version (PDF) to Webmaster for all issues to be posted in Members Only Section of the Website.
- Send email version (PDF) to Webmaster for emailing for the November, March, and May issues.
- Articles are to be written in single space Cambria 10 font with no added formatting (like spaces between paragraphs). All articles will be submitted with headlines and writer's name with correct format for identifying members, e.g., Kathy Miles, MD 1993 Sec.

Prepared by Denise I. Griffiths, 1993

Updated Julianna Csongor – 2006, Kathy Miles – 2014

Updated 2019, 2021, 2025

Appendix

1. CPAM's financial status and Employer ID Number
2. CPAM Mission Statement
3. CPAM Constitution and Bylaws

Prepared by Denise I. Griffiths, 2021
Updated 2025

CPAM Financial Status and Employer ID Number

CPAM is a nonprofit and tax exempt organization under Section 501(c)(3) of the Internal Revenue Code.

CPAM's employer identification number is 51-0303712.

Whenever a CPAM officer signs a contract on behalf of the organization, include CPAM along with your position on the Board, e.g., *Your Name, CPAM President*.

Prepared by Denise I. Griffiths, 2021
Updated 2025

COUNCIL OF PRESIDENTIAL AWARDEES IN MATHEMATICS, Inc. (CPAM)

MISSION STATEMENT

The mission of the Council of Presidential Awardees in Mathematics (CPAM) is to utilize the uniqueness and talents of its membership to influence the processes of teaching mathematics in order to promote and provide appropriate mathematical experiences for students.

To accomplish the mission, CPAM embraces the following goals:

1. To provide a network among the membership for the exchange of ideas, issues and strategies.
2. To provide professional development opportunities for the members of CPAM.
3. To develop professional relationship with various educational groups.
4. To encourage those with excellent potential to enter mathematics teaching.
5. To promote the professional development of mathematics teachers.
6. To encourage the retention of effective mathematics teachers.

COUNCIL OF PRESIDENTIAL AWARDEES IN MATHEMATICS, Inc.

Constitution and Bylaws

Constitution

Article I . . . Name and Affiliation

Section 1: Name

The name of this association shall be the Council of Presidential Awardees in Mathematics, Inc. (hereinafter referred to as CPAM).

Section 2: Affiliation

CPAM shall be an affiliate of the National Council of Teachers of Mathematics (NCTM) and of the NCSM Leadership in Mathematics Education.

Article II . . . Purposes

The purposes of CPAM include the following:

- A. To provide leadership in mathematics education.
- B. To encourage excellence in the teaching of mathematics.
- C. To encourage those with excellent qualifications to enter mathematics teaching.
- D. To promote recognition for those who excel in the teaching of mathematics.
- E. To provide for the interchange of evolving ideas and issues for the improvement of mathematics education.

Article III . . . Membership

Those eligible for membership shall be recipients of the Presidential Award for Excellence in Mathematics Teaching.

Article IV . . . Officers

Section 1: Elected Officers

The elected officers of CPAM shall consist of:

- President
- President-elect or Past President
- Secretary
- Treasurer
- Elementary School (K-4) Representative
- Middle School (5-8) Representative
- Secondary School (9-12) Representative
- NCTM Representative

The Treasurer, Elementary School Representative, Secondary School Representative and NCTM Representative shall be elected in even years for a two-year term. The Secretary and the Middle School Representative shall be elected in odd years for a two-year term. The President-elect shall be elected in odd years for a one-year term, followed by a two-year term as President, and a one-year term as Past President.

Section 2: Appointed Officers

The Newsletter Editor, the Database Manager, the Webmaster, and the Board Advisor shall also be officers of CPAM and shall be appointed by the President and confirmed by the elected members of the Board of Directors.

The President near the end of the first year in office shall review the appointed officers with the Past President and notify those appointees of the status of their positions by June 1.

All of the CPAM officers, elected and appointed, collectively shall be known as the Executive Board or the Board of Directors.

Article V . . . Meetings

The annual membership meeting of CPAM shall be held in the fall in a format to be determined by the Executive Board.

Article VI . . . Amendment Procedure

This Constitution may be amended by the following procedure:

- A. Any member may propose amendments to the Constitution to the Executive Board. Proposed amendments should be received no later than June 1 for consideration at that year's annual membership meeting.
- B. The Executive Board may submit an amendment to the Constitution to be considered at the summer Board meeting.
- C. All proposed amendments shall be available for member comments for 30 days before an online vote of the members is taken.
- D. A proposed amendment shall be posted on the website and may be discussed at the annual membership meeting of CPAM.
- E. Online voting shall take place within two weeks following the annual membership meeting and passed by a two-thirds majority vote of those members voting.

Article VII . . . Dissolution Clause

If at any time, CPAM 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 paid over to the Denise I. Griffiths CPAM Scholarship Fund and/or the Mathematics Education Trust Fund of the National Council of Teachers of Mathematics at the discretion of the Executive Board.

Bylaws

Article I...Election and Duties of Officers

Section 1: Nominations and Election Committee

The President shall appoint a Nominations and Election Committee following the summer Board meeting. The Nominations and Election Committee shall solicit the names of members to serve as candidates for CPAM officers and shall be responsible for validating the results of elections.

Section 2: Nominations

No elected member may serve more than two terms in the same office. This being observed, any member may be nominated to serve as a member of the Executive Board. Any member may nominate him/herself by notifying the Chair of the Nominations and Election Committee of interest in being nominated for office. A member may be suggested for nomination by another member of CPAM. All such suggestions for nomination shall be received by the Chair of the

Nominations and Election Committee by March 1 prior to the election. From these nominations, the Nominations and Election Committee shall present to the membership a slate of not more than two candidates for each office.

Section 3: Elections

Officers of CPAM shall be elected by online voting of the membership in May. Recipients of the Presidential Award for Excellence in Mathematics Teaching must be CPAM members by April 30 in order to vote in the May election. The newly elected officers of CPAM shall assume office on July 1.

Section 4: Duties of Officers

Detailed lists of duties for each office are provided in the CPAM Job Descriptions manual.

- A. The President shall preside over all meetings of the Executive Board, the annual membership meeting, and other meetings of CPAM; appoint individuals to fill vacancies on the Executive Board with Board approval; and appoint all committees not otherwise provided for in the Bylaws.
- B. The President-elect/Past President shall preside over all meetings and CPAM events in the absence of the President and make arrangements for all CPAM events at the NCTM annual meeting.
- C. The Secretary shall take minutes of each annual membership meeting and all meetings of the Executive Board. These shall be provided to the Executive Board for approval. The Secretary shall preserve all documents and records and transmit them to his/her successor.
- D. The Treasurer shall receive all monies of CPAM and provide for their safe-keeping, pay all authorized bills, keep a record of all receipts and expenditures of CPAM, make reports at the annual membership meeting and all Executive Board meetings, submit books for review at the time of transfer, preserve the financial records, and transmit them to his/her successor.
- E. The Elementary School (K-4) Representative shall advise the Executive Board in areas regarding the elementary school level.
- F. The Middle School (5-8) Representative shall advise the Executive Board in areas regarding the middle school/junior high school level.
- G. The Secondary School (9-12) Representative shall advise the Executive Board in areas regarding the secondary school level.

- H. The NCTM Representative shall act as a liaison between CPAM and the National Council of Teachers of Mathematics and the NCSM Leadership in Mathematics Education.
- I. The Newsletter Editor shall coordinate the preparation and dissemination of the CPAM newsletter to all members.
- J. The Database Manager shall maintain an accurate listing of all membership records and prepare the CPAM Directory.
- K. The Webmaster shall maintain the CPAM web page and listserv.
- L. The Board Advisor shall consult and provide advice to the President as well as the Executive Board.

Article II . . . Membership

Section 1: Eligibility

Those eligible for membership shall be recipients of the Presidential Award for Excellence in Mathematics Teaching.

Section 2: Rights

Members shall be accorded all rights and privileges normally provided members of educational or professional associations including the right to vote, hold office, receive publications, and participate in conferences.

Section 3: New Awardees

New awardees will receive an initial period of free membership as determined by the Executive Board.

Article III . . . Dues

The amount of the annual dues shall be established by the Executive Board, subject to review at the annual membership meeting.

Article IV . . . Committees

The Nominations and Election Committee and the Scholarship Committee are two standing committees with members appointed by the President. The President can designate other committees as needed.

Section 1: Nominations and Election Committee

The Nominations and Election Committee shall be appointed by the President with the approval of the Executive Board following the summer Board meeting. The Committee shall present to the membership names of nominees for offices in May.

Section 2: Scholarship Committee

The Scholarship Committee shall be appointed by the President with the approval of the Executive Board, following the summer Board meeting. The Scholarship Committee shall solicit nominations and select the scholarship recipient.

Article V . . . Meetings

Section 1....Annual Membership Meeting

At least one membership meeting shall be held yearly at the call of the President or of the Executive Board.

Section 2...Executive Board Meetings

Meetings of the CPAM Executive Board shall be held periodically throughout the year. A quorum is needed to pass any motion. A quorum is considered a majority of the Executive Board.

Article VI . . . Amendment Procedure

The Bylaws may be amended by the following procedure:

- A. Any member may propose amendments to the Bylaws to the Executive Board. Proposed amendments should be received no later than June 1 for consideration at that year's annual membership meeting.
- B. The Executive Board may submit an amendment to the Bylaws to be considered at the summer Board meeting.
- C. All proposed amendments shall be available for member comments for 30 days before an online vote of the members is taken.
- D. A proposed amendment shall be posted on the website and may be discussed at the annual membership meeting of CPAM.
- E. Online voting shall take place within two weeks following the annual membership meeting and passed by a two-thirds majority vote of those members voting.

Article VII . . . Parliamentary Authority

Roberts Rules of Order Revised shall govern the meetings of CPAM in all cases to which they are applicable.

August 25, 1985
Amended September 11, 1987
Amended April 20, 1991
Amended April 16, 1994
Amended April 8, 1995
Amended April 4, 1998
Amended April 24, 2002
Amended November 1, 2023