



## **Constitution (March 2015)**

### **Association of Teachers of Mathematics in Maine**

- I. The name of this organization shall be Association of Teachers of Mathematics in Maine (ATOMIM).
- II. ATOMIM shall be a nonprofit organization which, through the cooperative effort of those individuals involved in mathematics and mathematics education at all levels, shall have as its mission:
  - A. to promote and support improved student learning of mathematics
  - B. to provide and encourage participation in professional development for teachers that leads to equitable, effective, and quality mathematics instruction
  - C. to establish collaboration among teachers, administrators, and community at large of mathematics at all levels
- III. Said organization is organized exclusively for educational purposes, within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- IV. Any person interested in the purposes of the organization may be a member.
- V. The officers of ATOMIM shall be the President, President-Elect or Past President, Communications Director, and Treasurer
- VI. The Board
  - A. consists of:
    1. elected officers,
    2. regional representatives, and
    3. members appointed by the President with approval by the voting Board members
  - B. is responsible to:
    1. maintain an updated set of Bylaws,
    2. establish quorum requirements, and
    3. establish duties and terms of office
- VII. Bylaws
  - A. Bylaws describe the day-to-day operational and administrative procedures, are established by the Board, and are not in conflict with the Constitution
  - B. The Board may establish, amend, or rescind bylaws by two-thirds of the voting members
- VIII. Amendments
  - A. This Constitution may be amended by a two-thirds majority vote of members present at an annual business meeting or via electronic voting, provided that proposed amendments have been presented, in writing, to each regular member at least two weeks prior to the vote.
  - B. Any proposed constitutional change must be approved by a two-thirds vote of the Board before presentation to the membership.
- IX. If at any time, ATOMIM shall cease to carry out its purposes as herein stated, all assets shall, after the payments of its liabilities, be paid over to an organization (selected at the final Board meeting) which has similar purposes and has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code of 1954 as now enacted, or as it may hereafter be amended. Such assets shall be applied exclusively for such charitable, scientific, and educational programs.



## Bylaws (March 2015)

### Association of Teachers of Mathematics in Maine

#### I. The Board

- A. Any regular member, who has been a classroom teacher K-16, is eligible to hold an office in ATOMIM.
- B. Terms of Office
  1. Each term of office shall begin on the first day of June.
  2. A President-Elect shall be elected during even-numbered years, and shall serve one year as President-Elect, two years as President, and one year as Past President.
    - a. If the President withdraws from office, the President-Elect/Past-President will assume the duties of the President. The Board will appoint an interim President-Elect/Past-President, to perform the duties until the next scheduled election.
    - b. If the President-Elect/Past President, Communications Director, or Treasurer cannot complete a term of office, the President shall appoint a replacement. A person appointed to perform the duties of the President-Elect/Past President shall be eligible for nomination as President-Elect at the next election.
  3. A Communications Director shall serve a two-year term and be elected during odd-numbered years.
  4. A Treasurer shall serve a two-year term and be elected during even-numbered years.
  5. The organization shall be statewide with regional subdivisions as described below. Regional Representatives shall serve two-year terms. A Regional Representative of regions 1, 3, 5, 7 shall be elected during odd-numbered years, and a Regional Representative of regions 2, 4, 6, 8 shall be elected during even-numbered years.
    - Region 1. Aroostook
    - Region 2. Penquis (Penobscot, Piscataquis)
    - Region 3. Downeast (Hancock, Washington)
    - Region 4. Midcoast (Knox, Sagadahoc, Waldo, Lincoln)
    - Region 5. Kennebec
    - Region 6. Western (Oxford, Somerset, Franklin, Androscoggin)
    - Region 7. Cumberland
    - Region 8. York
  6. All elected members may serve at most two consecutive two-year terms in the same office, with the exception of the President, who may be elected once in a lifetime.
- C. Interested parties may be appointed by the President as non-voting members of the Board for a length of time to be determined by the Board.
- D. All Board Members shall:
  1. promote the mission of ATOMIM
  2. perform duties as assigned in a timely fashion
  3. attend all meetings and actively participate
  4. if unable to perform duties, submit a letter of resignation to the President

#### II. Voting Procedures

- A. Voting Members are the Officers and Regional Representatives
  1. Each voting member present shall have one vote on any motion.

2. A Board member may designate a substitute if she/he cannot be present. The board member will notify the President of the substitute at least one day in advance.
- B. The Board shall meet at the call of the President or designee.
- C. A quorum shall consist of two-thirds of the voting members or substitutes at any duly announced meeting of the Board. If a quorum is not present, members shall send their votes, in writing, to the Communications Director within one week of the meeting. The Communications Director shall complete the vote count and report the results to the Board within two days following the voting deadline.
- D. Board approval shall be established by a majority vote of the members present on all questions except Bylaw and Constitutional revisions which shall require a two-thirds vote.

### III. Duties of the Voting Board members

- A. The President shall
  1. call at least three meetings of the Board each year
  2. send an agenda for such meetings to each Board member at least five (5) days before the meeting
  3. preside at all Board Meetings and at all Business Meetings of ATOMIM
  4. serve as ex officio member of all ATOMIM committees
  5. assist Regional Representatives in organizing activities within their regions
  6. attend all ATMNE Board Meetings
  7. submit a "Message from the President" at least three times a year to membership
  8. support the affiliate representatives in preparing any and all reports that may be required by affiliate organizations
  9. appoint committee chairpersons as needed
  10. present a list of appointments of non-voting board members for approval annually
  11. if appointed, serve as Delegate at the Annual NCTM Delegate Assembly and Eastern 1 Regional Caucus
    - a. to guide any resolutions to the NCTM Delegate Assembly from ATOMIM
    - b. be reimbursed by ATOMIM in the amount to be determined by the Board, for the expense of attending the Delegate Assembly and Eastern 1 Regional Caucus
  12. assume all other duties expected of a president except as otherwise provided in the Bylaws or by action of the Board
- B. The President-Elect or Past-President shall
  1. assist the President in all his/her duties
  2. perform, on request, any or all presidential duties, in the event that the President is unable to do so
  3. serve as chair of the Nominating Committee
  4. serve as chair for the ATOMIM GIFT Grant committee
  5. if appointed, serve as Delegate at the Annual NCTM Delegate Assembly and Eastern 1 Regional Caucus
    - a. to guide any resolutions to the NCTM Delegate Assembly from ATOMIM
    - b. be reimbursed by ATOMIM in the amount to be determined by the Board, for the expense of attending the Delegate Assembly and Eastern 1 Regional Caucus
- C. The Communications Director shall
  1. record notes during Board and Business Meetings in the Shared Meeting notes
  2. assist the President, or designee in updating the website

3. remind board members to update contact information in the directory
4. send e-news to membership at least three times per year
5. chair the communications committee (social media, emails, e-news, list-serv, other publicity)
6. prepare publicity announcements promoting upcoming events

D. The Treasurer shall

1. collect all monies due ATOMIM
2. update the board of the financial status at each Board meeting
3. be custodian of ATOMIM funds, and expend them as authorized by the Board
4. reimburse Members and invited attendees who drive to meetings at the rate established by the IRS plus tolls for travel to attend Board meetings, and other expenses as agreed to by the board

E. Regional Representatives

A regional representative shall live or work in their region.

A Regional Representative shall

1. represent the region at all Board meetings
2. be knowledgeable about ATOMIM services and resources available to its members
3. encourage regional participation and membership in ATOMIM for individuals involved in mathematics education by
  - a. introducing themselves annually via email to school district contacts in the region to foster and maintain ongoing relationships
  - b. keeping membership informed of all ATOMIM activities, including but not limited to, Dine and Discuss, Book Study, and Annual conferences.
4. supply Conference Chairs, the President, the Nominating Committee, and the Jacqueline Mitchell Mathematics Educator Award Committee with the names and addresses of persons in the region who might be invited to serve as speakers, committee workers, or team leaders for ATOMIM
5. initiate contact with members to form a regional leadership team
6. write an article for Communications Director of any mathematics happenings that have been shared by schools within the region
7. participate in organizing events for ATOMIM members such as Dine and Discuss, Book Study, and annual conferences

F. All Voting Board Members shall

1. approve appointments to fill various positions
2. approve expenditures of ATOMIM
3. select a delegate and alternate to the NCTM Delegate assembly and Eastern 1 Regional Caucus who shall be, if possible, the NCTM Representative, the President-Elect, or the President

IV. The duties of the Appointed Board members

A. The ATMNE Representative shall

1. represent ATOMIM at ATMNE Board meetings and on all committees created by ATMNE
2. keep the ATOMIM Board informed on all ATMNE affairs which may be of interest to ATOMIM
3. write a summary suitable for the membership, at the request of the Communications Director
4. write the ATOMIM reports to ATMNE as required

5. inform the President if unable to perform these duties
- B. The NCTM Representative shall
  1. keep the ATOMIM Board informed on all NCTM affairs which may be of interest to ATOMIM
  2. write a summary suitable for the membership, at the request of the Communications Director
  3. write the ATOMIM report to NCTM annually
  4. submit updated officer lists as required by NCTM
  5. if appointed, to act as ATOMIM Delegate at the Annual NCTM Delegate Assembly, and the Eastern 1 Regional Caucus
    - a. to guide any resolutions to the NCTM Delegate Assembly from ATOMIM
    - b. be reimbursed by ATOMIM in the amount to be determined by the Board, for the expense of attending the Delegate Assembly and Eastern 1 Regional Caucus
  6. to inform the President if unable to perform these duties
- C. The NCSM Representative shall
  1. keep the ATOMIM Board informed on all NCSM affairs which may be of interest to ATOMIM;
  2. write a summary suitable for the membership, at the request of the Communications Director
  3. write the ATOMIM report to NCSM annually
  4. submit updated officer lists as required by NCSM
  5. attend the Eastern 1 Regional Caucus, and shall be reimbursed by ATOMIM in the amount to be determined by the Board, for the expense of attending the Eastern 1 Regional Caucus
  6. inform the President if unable to perform these duties
- D. Department of Education Liaison
 

The mathematics consultant for the State Department of Education will be expected to serve on the Board.

The Department of Education Liaison shall

  1. be the liaison between ATOMIM and the State Department of Education
  2. keep the Board up to date on activity at the state and national levels
  3. write a summary suitable for the membership, at the request of the Communications Director
  4. share ATOMIM events through Department of Education communications
  5. inform the President if unable to perform these duties
- E. The Membership Chairperson shall
  1. administer the membership database
  2. provide updated membership lists to affiliate representatives as requested
  3. act as registrar for all ATOMIM events
  4. work with the treasurer to process conference registrations and membership dues
  5. inform the President if unable to perform these duties
- F. The Historian shall
  1. maintain the history of the organization, via photos and journals, including lists of past-presidents, past themes of conferences

2. write a summary suitable for the membership, at the request of the Communications Director
3. provide content for the history section of the ATOMIM website
4. inform the President if unable to perform these duties

G. The Higher Education Representative shall

1. keep the ATOMIM Board informed on all higher education affairs which may be of interest to ATOMIM
2. write a summary suitable for the membership, at the request of the Communications Director
3. connect with mathematics education faculty at public and private institutions throughout the state,
  - a. to inform the faculty about ATOMIM events
  - b. to inform ATOMIM about mathematics initiatives
  - c. to advocate for student members/affiliates and support faculty advisors
4. inform the President if unable to perform these duties

H. The Administrative Liaison shall

1. be the liaison between ATOMIM and the Maine Principal's Association
2. promote ATOMIM's mission to Maine school administrators
3. write a summary suitable for the membership, at the request of the Communications Director
4. communicate ATOMIM events to Maine school administrators
5. inform the President if unable to perform these duties

V. Committees

- A. The standing committees shall be the Nominations, Audit, Professional Development, Spring Conference, GIFT Grant, and Awards.
- B. The Nominating Committee shall consist of the Past President/President-Elect as chair, and 3 members appointed by the Board.
- C. An Audit Committee consisting of at least two Board members shall be formed at the summer meeting. This committee shall review the Treasurer's records and file a report with the President at the same meeting.
- D. A Professional Development Committee shall be formed at the summer meeting. This committee shall plan and develop Professional Development activities for the year. Professional Development activities may include Dine and Discuss, Book Study, and Webinars.
- E. A Spring Conference Committee shall be formed at the summer meeting. This committee shall plan all aspects of the Spring Conference and Annual Meeting, including securing a location, soliciting and selecting speakers, creating a balanced program, soliciting vendors, and arranging food options. The Membership Chair will be responsible for registration and billing.
- F. The GIFT Grant Committee shall consist of the Past President/President-Elect as chair, and 3 members appointed by the Board.
  1. The chair shall advertise and solicit proposals from members. The committee shall accept proposals until June 30.
  2. The committee shall score proposals using the rubric in time for the summer meeting. At the summer meeting, the committee shall present the Board with recommendations for their approval.

3. Grants will be awarded no later than September 1.
  4. The chair shall ensure that winning applications and grant reports are posted in a timely manner on the website.
  5. Annually, the committee shall make recommendations to the Board about the process.
- G. The Jacqueline Mitchell Mathematics Educator Award Committee shall consist of 3 members appointed by the Board, and Jackie Mitchell.
1. The committee shall solicit and accept nominations from the membership until January 15.
  2. The committee shall maintain confidentiality throughout the nomination and selection process.
  3. The committee shall inform the President of their selection no later than March 1.
  4. The award shall be presented annually at the Spring Conference.
  5. Annually, the committee shall make recommendations to the Board about the process.

## VI. Nominations and Elections

### A. Terms of Office

1. A President-Elect shall be elected during even-numbered years, and shall serve one year as President-Elect, two years as President, and one year as Past President.
2. A Communications Director shall serve a two-year term and shall be elected during odd-numbered years.
3. A Treasurer shall serve a two-year term and shall be elected during even-numbered years.
4. Regional Representatives shall serve a two-year term and shall be elected as follows: Regions 1, 3, 5, and 7 shall be elected during odd-numbered years and Regions 2, 4, 6, and 8 shall be elected during even-numbered years.
5. All elected members may serve at most two consecutive two-year terms in the same office, with the exception of the President, who may be elected once in a lifetime.

### B. Nomination Procedures

1. The chairperson of the Nominating Committee shall prepare a request for nominations to be shared with members in the fall through appropriate communications.
2. The Committee shall accept nominations until November 30, ascertain whether suggested persons are willing to be nominees, and present to the Board, by January 15, a ballot consisting of at least one name for each position to be filled.
3. A candidate for President-Elect shall have served on the Board, and not have previously served as ATOMIM President.
4. The Board shall approve a ballot for the election.

### C. Election Procedures

1. The Nominating Committee chair shall prepare a "Meet the Candidates" flyer for the Communications Director to share with the membership no later than February 15.
2. The Communications Director shall collect votes from March 1 through March 15. The Membership Chair shall provide the Communications Director with an accurate list of the membership.
3. Candidates for elected office are restricted from campaigning, either personally or through their supporters.
4. Election results shall be communicated by the President to the membership at the Spring Conference, or no later than April 1.

5. No member shall hold more than one elected office at a time, and no member shall be eligible to serve more than two terms consecutively in the same elective office.
6. Voting for Regional Representatives shall be restricted to those members who are registered in the region.
7. In case of a tie vote, the President shall break the tie by means of a drawing.

VII. Affiliation

- A. ATOMIM shall be affiliated with NCTM, NCSM, and ATMNE and shall have the authority to affiliate with mathematics organizations that share ATOMIM's mission.
- B. The affiliation fees shall be paid as required by the organization.
- C. ATOMIM shall pay the President's individual membership for NCTM and NCSM.
- D. ATOMIM shall pay the individual membership dues for the affiliate representative.

VIII. Membership Dues

- A. Members of ATOMIM are automatically members of ATMNE. Dues for regular members shall be \$20.00.
- B. Student membership shall be open to full-time graduate or undergraduate students in colleges and universities in the State of Maine. Dues for Student Members shall be set at 50% of the regular membership rate. Student membership shall command all of the non-voting privileges of regular membership.
- C. Institutional membership shall be available to all K-8 schools at a rate that is double the regular membership rate. Institutions may designate up to five individuals to receive full membership. Institutions may hold more than one Institutional Membership, but each membership must have a different primary contact person.
- D. The membership year shall be one calendar year.
- E. Members whose dues are in arrears two months after a renewal notice has been sent, will be dropped from the membership list.
- F. All Board members shall have dues waived by the association. Past Presidents become Life Members.
- G. All Board members shall have one gift membership to award annually. The Board member shall inform the Membership Chair of the gift.

IX. Financials

- A. The fiscal year of ATOMIM shall run from August 1 to July 31.
- B. The President and the Treasurer shall have the power to disburse funds to meet operating expenses. Extraordinary expenditures must be approved by the Board.

X. Amendments

- A. Amendments to the Bylaws may be proposed by any Board member.
- B. All proposed amendments or revisions to the by-laws shall be presented in writing to the President for inclusion on an upcoming meeting agenda.
- C. If approved by a two-thirds majority of the voting members present at the Board meeting, these amendments or revisions become effective immediately.

*Amended August 20, 2009*

*Amended August 3, 2010*

*Amended December 14, 2011*

*Amended February 12, 2012*



*Amended February 15, 2012*

*Revised and amended December 10, 2015*

*Revision ratified February 27, 2015*