

**ATOMIM CONSTITUTION**  
**With 2005 Amendments**

- 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 purposes:
  1. to encourage and assist the improvement of the teaching of mathematics at all levels;
  2. to establish communications among teachers, administrators, and community at large of mathematics at all levels;
  3. to promote the study of mathematics; and
  4. to enhance interest in mathematics.
- III. Any person interested in the purposes of the organization may be a member.
- IV. The officers of ATOMIM shall be: President, President-Elect or Past President, Secretary, and Treasurer.
- V. **The Executive Board:**
  1. shall consist of: Officers as named in Article IV, Regional Directors - one or more for each of the regions described in Article VI. (Each region shall have exactly one vote), ATMNE Representative, Membership Chair, Conference Chair and Program Chair of upcoming conference, Government Relations, Newsletter Editor, NCTM Representative, MMSA Representative, and Historian.
  2. Executive Board shall maintain an updated set of Bylaws.
  3. Quorum requirements shall be established in the Bylaws.
  4. Each voting member present shall have one vote on any motion.
  5. A Board member may designate a substitute if she/he cannot be present.
  5. Duties and terms of office shall be established by the Bylaws.
- VI. The organization shall be statewide with six regional subdivisions as described below by counties:
  - Region I - Aroostook, Northern Penobscot
  - Region II - Hancock, Southern Penobscot, Piscataquis, Washington
  - Region III - Franklin, Oxford, Somerset
  - Region IV - Androscoggin, Kennebec
  - Region V - Knox, Lincoln, Sagadahoc, Waldo
  - Region VI - Cumberland, York

**VII. Financials:**

1. The fiscal year of ATOMIM shall run from January 1 through December 31.
2. Dues shall be established by the Bylaws.
3. The President and the Treasurer shall have the power to disburse funds to meet operating expenses. Extraordinary expenditures must be approved by the Executive Board.

**VIII Amendments:**

1. This Constitution may be amended by a two-thirds majority vote of members present at an annual business meeting, provided that proposed amendments have been presented, in writing, to each regular member at least two weeks prior to that annual meeting
2. Any proposed constitutional change must be approved by a two-thirds vote of the Executive Board before presentation to the membership.
3. Executive 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.

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 Executive 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.

**ATOMIM BY-LAWS**  
**Revised August 2005**

**I. Membership and Dues:**

1. Members of ATOMIM are automatically members of ATMNE. Dues for regular members shall be \$15.00.
2. Student membership shall be open to full-time graduate, under-graduate students in colleges and universities in the State of Maine. Dues for Student Members shall be ½ the regular membership per year. Student membership shall command all of the nonvoting privileges of regular membership.
3. Institutional membership shall be available to all K-8 schools at a rate of double the regular membership rate. Institutions receive multiple copies of the newsletter.
4. The membership year shall be from ATOMIM conference to conference.
5. Members whose dues are in arrears four months after a renewal notice has been sent will be dropped from the membership list.
6. All Executive Board members will have dues waived by the association. Past Presidents become Life Members.

**II. Meetings:**

1. An Annual Conference shall be held either separately or in conjunction with ATMNE or NCTM.
2. An Annual Business Meeting shall be held during the Annual Conference. A quorum shall consist of the regular members present.
3. Additional conferences may be held in any year at the discretion of the Board.
4. Statewide special interest meetings may be called by the President or by a majority vote of the Executive Board.
5. Appropriate local meetings may be arranged by any Regional Representative or his/her appointee.
6. Business Meetings and meetings of the Executive Board shall be conducted in a manner consistent with the Constitution and Bylaws of ATOMIM. On matters not covered by these documents, the most recent revision of Robert's Rules of Parliamentary Procedure shall be the authority.

**III. Affiliation:**

1. ATOMIM shall be affiliated with NCTM and ATMNE.

2. The affiliation fees for ATMNE and NCTM shall be paid in accordance the ATMNE bylaws and NCTM directives respectively.
3. The ATOMIM Delegate to the Annual NCTM Delegate Assembly shall be reimbursed by ATOMIM in the amount to be determined by the Board.
4. Delegate and alternate shall be selected by the Board and shall be, if possible, the President-Elect, The NCTM Representative, or the President.

#### **IV Officers:**

1. Any regular member, who has been a classroom teacher K-16, is eligible to hold an office in ATOMIM.
2. Terms of office:
  - a. A President-Elect shall be elected at the Annual Business Meeting of even- numbered years, and shall serve one year as President- Elect, two years as President, and one year as Past President.
  - b. A Secretary shall be elected at the Annual Business Meeting of odd-numbered years.
  - c. A Treasurer shall be elected at the Annual Business Meeting of even-numbered years.
  - d. Each term of office shall begin on the first day of the month following the Annual Business Meeting.
3. If the President (or President-Elect) withdraws from office, the Secretary shall call a meeting of the Board for the purpose of appointing an interim President (or President- Elect), to perform the duties until the next scheduled election can fill the office.
4. If the Past President, Secretary, or Treasurer cannot complete a term of office, the President shall appoint a replacement. A person appointed to perform the duties of the Past President shall be eligible for nomination as President-Elect at the next election.

#### **V. Duties of Officers:**

1. President:
  - a. to call at least three meetings of the Board each year;
  - b. to send an agenda for such meetings to each Board member at least ten (10) days before the meeting;
  - c. to preside at all Board Meetings and at all Business Meetings of ATOMIM;
  - d. to serve as ex officio member of all ATOMIM committees;
  - e. to assist Regional Representatives in organizing activities within their regions;

- f. to attend all ATMNE Board Meetings;
  - g. to submit a “Message from the President” for publication in each Newsletter;
  - h. to prepare any and all reports that may be required by NCTM; and
  - i. to assume all other duties revolving upon a president except as otherwise provided in the Bylaws or by action of the Board.
2. Past President/President-Elect:
- a. to assist the President in all his/her duties;
  - b. to perform, on request, any or all presidential duties, in the event that the President is unable to do so;
  - c. to act as chair of the Nominating Committee; (See Articles VI and X.)
  - d. to serve as administrator for the ATOMIM Grant Program.
3. Secretary:
- a. to record actions at Board Meetings and to report these actions in writing to all Board members;
  - b. to record the actions of Business Meetings of ATOMIM, including Annual Meetings, and to report such actions at the next scheduled Business Meeting.
  - c. to prepare, when requested to do so, revised copies of the Constitution and/or Bylaws for distribution to Board members at the next Board meeting following a duly approved revision.
4. Treasurer:
- a. to collect all monies due ATOMIM;
  - b. to prepare a financial report for consideration at each Board meeting;
  - c. to be custodian of ATOMIM funds, and expend them as authorized by the Board;
  - d. to oversee other funds as approved by the Board.
5. Executive Board:
- a. to make appointments to fill various positions (see Articles IV, Vii, and XI);
  - b. to approve expenditures of ATOMIM;
  - c. to promote mathematics statewide.

## **VI. Election of Officers (Also see Article IV and Article VII: 2,3,4)**

1. The chairperson of the Nominating Committee (See Article X) shall prepare a request for nominations to be published in the Fall Newsletter. The Committee shall ascertain whether suggested persons are willing to be nominees, and shall present to the Executive Board, at its winter meeting, a slate consisting of at least one name for each position to be filled.
2. After due consideration, the Board shall approve a slate which shall be presented to the membership at the Annual Business Meeting.

## **VII. Executive Board - Selection and Terms of Office:**

1. The term of each voting member shall begin on the first day of the month following the Annual Conference.
2. If any voting member, except the President or President-Elect, cannot complete a term, the Board shall appoint a replacement.
3. Voting members:
  - a. The Officers, as prescribed in Articles IV and VI.
  - b. The Regional Representatives (See Article V of the Constitution) may serve at most two consecutive three-year terms, and shall be elected according to the procedure outline in Article VI except that the ballot shall be clearly marked to warn members to vote only for a candidate from their own region. Directors shall be elected for:  
  
Regions I & IV in years congruent to 0 mod 3  
Regions II & V in years congruent to 1 mod 3  
Regions III & VI in years congruent to 2 mod 3.
  - c. An NCTM Representative may serve at most two consecutive three-year terms and shall be elected in years congruent to 2 mod 3.
  - d. An ATMNE Representative may serve at most two consecutive three-year terms and shall be elected in years congruent to 0 mod 3.
  - e. Government Relations: The mathematics consultant for the State Department of Education will be expected to serve on the Board as the Government Relations Representative.
  - f. A Newsletter Editor shall be appointed by the President.
  - g. A Membership Chairperson shall be appointed by the President.
  - h. Chairpersons for the Annual Conference shall be appointed by the President, with the advice and consent of the Board, at least 13 months before the event, if possible.
  - i. Not-for-profit Representatives shall be appointed by the President.
  - j. A Historian shall be appointed by the President.

## **VIII. Executive Board - Procedures:**

1. The Executive Board shall meet at the call of the President, the Past President, the President-Elect, or the Secretary.
2. A quorum shall consist of six voting members or substitutes at any duly announced meeting of the Executive Board. However, if a quorum is not present, business may be conducted anyway, provided the following procedure is followed for each motion which is brought to a vote. The vote for each member, or substitute, present shall be recorded, including the name of the person voting. The motion shall be presented in writing within one week to each member not present or represented by a substitute. Such members shall send their votes, in writing, to the Secretary within one week of receiving the motions. The Secretary shall complete the vote count and report the results with the minutes.
3. Executive 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.
4. Members and invited attendees who drive to meetings shall be reimbursed at the rate established by the Board plus tolls for travel to attend Board meetings.
5. 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.

## **IX. Executive Board - Duties of Members:**

1. All Board members are expected:
  - a. to attend all Board meetings ready to discuss the items on the prepared agenda and to decide on ATOMIM policies;
  - b. to advise the President on appointments whenever asked;
  - c. to assist the Newsletter Editor in any possible way. (See Article IX, Section 5e.)
2. The duties of a Regional Representative shall include:
  - a. to encourage regional participation and membership in ATOMIM for individuals involved in mathematics education;
  - b. to inform the Newsletter Editor of all math happenings in his/her region;
  - c. to supply Conference Chairs, the President, and the Nominating Committee with the names and addresses of persons in his/her region who might be invited to serve as speakers, committee workers, and /or leaders in the ATOMIM organization.
3. The duties of the ATMNE Representative shall include:

- a. to represent ATOMIM at ATMNE Board meetings and on all committees created by ATMNE which specify the membership of ATMNE Representatives of the Sections;
4. The duties of the NCTM representative shall include;
    - a. if appointed, to act as Delegate at the Annual NCTM Delegate Assembly; (See Article III, Section 3)
    - b. to keep ATOMIM informed on all ATMNE affairs which may be of interest to ATOMIM;
    - c. to guide any resolutions to the NCTM Delegate Assembly from ATOMIM.
  5. The duties of the Newsletter Editor shall include;
    - a. to solicit, receive, and edit (as required) news items and other articles of interest to Maine math teachers;
    - b. to arrange for the layout, printing, and distribution to members of a Newsletter at least four times a year;
    - c. to inform the Board and other prospective contributors, of deadlines for receipt of material intended for each issue;
    - d. to acquire from the Membership Chair a current membership list for the distribution of each issue;
    - e. to request whatever help she/he may require of the Past President/President-Elect and of any Board member in order to produce a quality product.
  6. The duties of the Membership Chair shall include:
    - a. to keep an updated list of the membership.
    - b. to keep ATMNE and NCTM updated on our membership.
    - c. to assist in registration at ATOMIM conferences.
    - d. to supply mailing labels for association mailings.
  7. The duties of the Government Relations Person shall include:
    - a. to be the liaison between ATOMIM and the State Department of Education.
    - b. to keep the Board up to date on activity at the State and National levels.

## **X. Committees:**

1. The standing committee shall be the Nominating Committee.

2. The Nominating Committee shall consist of the Past President/President-Elect as chair, and 3 members appointed by the Board at its Annual Meeting.
3. The duties of the Nominating committee are described in Article VI.
4. 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.

## **XI. Amendments:**

1. Amendments to the Bylaws may be proposed at any Board meeting.
2. If approved by a two-thirds majority of the voting members present at the next Board meeting, these amendments become effective immediately.