THE ASSOCIATION OF TEACHERS OF MATHEMATICS IN NEW ENGLAND
CONSTITUTION

I. NAME

The name of this organization shall be the Association of Teachers of Mathematics in New England (ATMNE).

II. ORGANIZATION

ATMNE shall be a consortium of regional Affiliates from the six New England states.

III. PURPOSES

The purpose of ATMNE shall be to coordinate efforts of the Affiliates in order to facilitate increased interest in mathematics, to secure improvements in the teaching and learning of mathematics, to establish close relations among teachers and users of mathematics, and to link organizations of mathematics teachers in New England into one cohesive association.

IV. OFFICERS

The officers of ATMNE shall be a President, a President-Elect/Past President, a Secretary, and a Treasurer.

V. BOARD OF DIRECTORS

ATMNE shall be administered by a Board of Directors (Board) composed of:

A. VOTING MEMBERS
   1. The President of each Affiliate of ATMNE.
   2. The ATMNE Representative of each Affiliate

B. NON-VOTING MEMBERS:
   1. The officers of ATMNE
   2. National Council of Teachers of Mathematics (NCTM)/National Council of Supervisors of Mathematics (NCSM) Representative
   3. The ATMNE New England Mathematics Journal (NEMJ) Editor
   4. The ATMNE Newsletter Editor
   5. The Advertising Manager
   6. The Website Editor
   7. The Historian/Parliamentarian

The Board shall meet at least twice a year, in the Spring and in the Fall. A voting member of the Board may designate a substitute to Board meetings if s/he cannot be present. Voting members in attendance may cast one vote per motion. The President of ATMNE may vote only in the event of a tie. A quorum shall consist of those voting Board members or substitutes present.

VI. FISCAL YEAR

The fiscal year of ATMNE shall run from June 1 through May 31.

VII. PUBLICATIONS

The official journal of ATMNE is the New England Mathematics Journal (NEMJ). ATMNE shall communicate with its members through its official journal, newsletters, or any other publications considered desirable.

VIII. AMENDMENTS

Amendments to the Constitution may be proposed at any meeting of the Board, provided that notice concerning such amendments is communicated to each Board member by mail, e-mail or fax at least thirty days prior to the date of such meeting. Proposed amendments must be approved by a two-thirds majority of the voting Board members present. Accepted proposed amendments shall then be submitted to the Affiliates for ratification. When ratified by a majority of the Affiliates, the proposed amendments become effective.

IX. DISSOLUTION OF ATMNE

If, at any time, ATMNE 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 an organization, selected by the final Board meeting of ATMNE, 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, and such assets and property shall be applied exclusively for such charitable, scientific, and educational programs.

(Amended and approved 5/1/81)
(Amended and approved 5/4/01)
(Amended and approved 5/1/11)

THE ASSOCIATION OF TEACHERS OF MATHEMATICS IN NEW ENGLAND
BYLAWS

I. DUTIES OF OFFICERS

The duties of the specific officers shall include:

A. President:
   1. Calling all meetings of the Board at least twice a year in the Fall and in the Spring and on such other occasions as are desirable.
   2. Presiding at all meetings of the Board.
   3. Serving as ex-officio member of all committees.
   4. Holding an active membership in NCSM (paid for by ATMNE).
   5. Providing a slate of appointees for Board approval annually at the Spring Board meeting.
   6. Assuming all others duties expected of a president, except as otherwise provided in the Constitution and Bylaws or by resolution of the Board.

B. President-Elect/Immediate Past-President:
   1. Assisting the President in all of the President's duties.
   2. Presiding in the absence of the President.
   3. Directing the administration of election procedures in the elections of ATMNE Officers.
   4. In the event that the Presidency should become vacant, the President-Elect shall become President and in the absence of a President-Elect then the immediate Past-President shall return to the Presidency.

C. Secretary:
   1. Recording and reporting the actions of the ATMNE Board meetings within two weeks to all Board members.
   2. Maintaining records from the Affiliates and other sources as the Board shall instruct.
   3. Maintaining a current official list of ATMNE Board of Directors and distribute such list to all Board members.

D. Treasurer:
   1. Collecting all monies due ATMNE.
   2. Preparing a budget for consideration by the Board at its Spring meeting.
   3. Being custodian of the ATMNE funds and expend them as authorized by the Board.
   4. Maintaining an updated list of the number of members in each affiliate.
   5. Advising the President in financial matters.
   6. Reimbursing Board members for travel and other approved expenses.

7. Preparing reports as required and requested.

II. DUTIES OF BOARD OF DIRECTORS

The Board shall be responsive to the needs of the Affiliates.

A. The duties of the Board shall include:
   1. Meeting at the call of the President.
   2. Considering and adopting at the Spring Meeting an annual budget for the operating expenses of ATMNE for the next fiscal year.
   3. Filling vacancies in any ATMNE office, except that of President, whenever they occur.
   4. Determining annual affiliate dues at the Spring Meeting.
   5. Arranging for an annual review of all fiscal records during the Spring Board meeting.
   6. Appointing:
      a. National Council of Teachers of Mathematics (NCTM)/National Council of Supervisors of Mathematics (NCSM) Representative
      b. Editor of the ATMNE New England Mathematics Journal (NEMJ)
      c. Editor of the ATMNE Newsletter
      d. Advertising Manager
      e. Website Editor
      f. Historian/Parliamentarian
   7. Appointing such standing and special committees as are desirable for the advancement of the purposes of ATMNE.
   8. Approving amendments to the Constitution and Bylaws.
   9. Acting on motions brought before the Board.
   10. Updating the description of duties on the ATMNE Board Member Task document as part of the ATMNE Board Member Handbook.

B. The duties of the NCTM/NCSM Representative shall include:
   1. Representing ATMNE at NCTM and NCSM annual meetings, as the ATMNE Board directs.
   2. Reporting on those meetings and other NCTM and NCSM information to the Board.
   3. Reporting NCTM and NCSM information in each issue of the ATMNE newsletter.
   4. Promoting NCTM and NCSM and their publications at meetings hosted by ATMNE.
   5. Informing the Affiliates of any member of ATMNE who is a candidate for an NCTM or NCSM elected position.
   6. Completing the NCTM Affiliate Annual Report cooperatively with the ATMNE President.

C. The duties of the Editor of the New England Mathematics Journal (NEMJ) shall include:
   1. Identifying and securing the services of a guest editor for the NEMJ.

2. Overseeing the production of an annual edition of the NEMJ including establishing themes, selecting authors with the guest editor, editing articles, and formatting and printing the journal,
3. Maintaining an archive of past NEMJ issues.
4. Corresponding with college/university libraries, school districts, and individuals who request to purchase copies of the journal.
5. Sending invoices, receiving payments, and shipping journals that are ordered.
6. Preparing an annual budget to submit at the ATMNE Spring Board Meeting.

D. The duties of the Editor of the ATMNE Newsletter shall include:

1. Producing two electronic newsletters annually.
2. Soliciting articles, reports, news items and notifications of upcoming events from the ATMNE board.
3. Communicating with the Advertising Manager regarding advertisements.
4. Sharing electronic newsletters with the ATMNE Website Editor and Affiliate contacts.

E. The duties of the Advertising Manager shall include:

1. Soliciting sponsors for the ATMNE conference program booklet, website and publications.
2. Managing an advertising plan to encourage businesses to advertise in multiple formats.
3. Working with ESANE to encourage new sponsors.
4. Collaborating with the website editor, newsletter editor, journal editor, and the ATMNE conference chairs to secure advertising.
5. Reporting on changes, progress and sales to the Board of Directors at both the ATMNE Fall and Spring Board Meetings.

F. The duties of the Website Editor shall include:

1. Updating the website per the wishes of the Board.
2. Reporting major website changes to the Board of Directors at both the ATMNE Fall and Spring meetings.

G. The duties of the Historian/Parliamentarian shall include:

1. Informing the Board of past practice and relevant past experiences within ATMNE to support current decisions.
2. Maintaining a digital history of the organization, via photos and journals, scanning historic documents, including lists of past-presidents and past themes of conferences.
3. Writing articles for each newsletter about the history of ATMNE.
4. Supporting the Board in implementation of Robert's Rules of Order during meetings.

III. TERMS OF BOARD OF DIRECTORS

A. The President shall serve a two-year term beginning in an even year, and may not serve two successive terms.
B. The President-Elect shall serve a one-year term beginning in an odd year.
C. The Past-President shall serve a one-year term beginning in an even year .
D. The Secretary shall serve a four-year term beginning on the years congruent to 2, modulo 4.
E. The Treasurer shall serve a four-year term beginning on the years congruent to 0, modulo 4.
F. Other members of the Board of Directors will be appointed on an annual basis at the Spring Board Meeting.

IV. AFFILIATES

A. Any regional organization whose purposes are consistent with those of ATMNE may become an Affiliate upon application to the ATMNE Secretary and upon acceptance by majority of the voting Board members.
B. Each Affiliate shall provide a list of its officers and the ATMNE Representative of that Affiliate and their contact information to the ATMNE Secretary whenever there are changes.
C. Each Affiliate will forward a current membership count and applicable ATMNE dues to the ATMNE Treasurer by December 31.
D. Any Affiliate not providing the list of officers, current membership count and applicable dues shall be dissociated from ATMNE. A dissociated Affiliate will be automatically reinstated upon submission of required materials.

V. COMMITTEES

A. The Financial Review Committee shall consist of at least one ATMNE representative from each of three different affiliates. No member of the Financial Review Committee shall belong to the same ATMNE affiliate as the ATMNE Treasurer.
B. The Nominating Committee shall consist of the immediate Past President of ATMNE or President-Elect as Chair and the ATMNE Representative from each section.
C. The Conference Policy and Procedure Committee shall consist of at least one representative from each affiliate. Representatives from ATMIM, ATOMIC, and VCTM will be appointed in odd years and representatives from ATOMIM, NHTM, and RIMTA will be appointed in even years for two year terms beginning at the Spring Board Meeting. The Conference Policy and Procedure Committee will make recommendations to the Board, provide advice to all affiliate standing conference committees, and will maintain a "policies and procedures handbook".

VI. ELECTIONS

A. No later than two weeks prior to the Spring Board Meeting the Nominating Committee

shall propose and communicate to the Board a slate of nominees for each of the ATMNE elected positions to be filled. The consent of the nominees must be obtained in writing. Each nominee must provide a statement indicating why he or she would like to serve in that position.

B. The nominating committee will make every effort to propose at least two candidates for each elected position.
C. ATMNE Officers shall be elected by a majority of the voting Board members present at the Spring Board meeting.
D. No nominations may be received from the floor.
E. Officers shall assume their duties beginning on June 1.

VII. CONFERENCES

A. ATMNE shall conduct an annual conference if no NCTM conference is held in New England in a given school year.
B. When an NCTM conference is held in New England and the ATMNE annual meeting is not held, the Balomenos Lecture and presentation of the Rev. Stanley J. Bezuszka, S.J. Lifetime Service Award need to be scheduled at the NCTM conference.
C. For all meetings co-sponsored or co-hosted by ATMNE and any ATMNE Affiliate, the net revenues will be split in the following way: 40% for ATMNE and 60% for the host affiliate.
D. For all meetings co-sponsored or co-hosted by an ATMNE affiliate and NCTM, the net revenues will be split in the following way: 40% for ATMNE and 60% for the host affiliate.

VIII. AMENDMENTS

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

IX. PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Revised shall govern the conduct of all meetings to which they are applicable and not inconsistent with this document.

(Approved 11/4/81)
(Amended and approved 4/29/89, 11/20/91, 5/2/92, 4/29/95, 5/4/01, 5/4/02, 4/30/05, 11/7/07, 10/25/12, and 4/26/13)