

OAME/AOEM CONSTITUTION

June 11, 2016

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Constitution of the Ontario Association for Mathematics Education/Association Ontarienne pour l'enseignement des Mathématiques

Article 1. – Definitions

1.1. In this Constitution
1.2. "OAME/AOEM" shall mean the Ontario Association for Mathematics Education/Association Ontarienne pour l'enseignement des Mathématiques.
1.3. "Chapter" shall mean a chapter organization of OAME/AOEM as defined in Article 8 of this Constitution.
1.4. "Member" shall mean any member of OAME/AOEM as defined in Article 6 of this Constitution except where otherwise stated.
1.5. "Bylaws" shall mean standing rules governing the membership of OAME/AOEM made under this Constitution on matters of internal regulation and matters which are entirely within the control of OAME/AOEM.
1.6. "Terms of Reference" shall mean authoritative rules dealing with details of procedures approved by the Board of Directors in accordance with the Constitution to assist in carrying out the duties assigned to an office, committee or function.
1.7. "Position paper" shall mean a stand or position taken by OAME/AOEM in accordance with its By-Laws on matters whose resolution is beyond the internal legislative power of OAME/AOEM.
1.8. "Executive Director(s)" shall mean the person or persons who hold that office in OAME/AOEM.

Article 2. – Name

2.1. The name of the organization shall be "Ontario Association for Mathematics Education/Association Ontarienne pour l'enseignement des Mathématiques".

Article 3. – Seal

3.1. The seal shall be the corporate seal of OAME/AOEM.

Article 4. – MISSION STATEMENT

4.1. The mission of OAME/AOEM is to promote excellence in mathematics education throughout the Province of Ontario:
  4.1.1. Excellence for students by striving for a curriculum that will prepare them to meet the mathematical challenges in their lives, by fostering familiarity with the methods of mathematics and an admiration for its principles, and by giving recognition and respect to their own mathematical achievements;
  4.1.2. Excellence for educators by promoting their role as facilitators and resource persons, by supporting a variety of teaching methods to meet the varied learning styles and needs of

students, by encouraging their students to gain facility in learning both cooperation and independence, and by celebrating the mathematical excellence of both individuals and groups.

Article 5. – Objectives

OAME/AOEM is committed to the following objectives:

5.1. To aid the professional growth of mathematics educators.

5.2. To encourage and to engage in research, development and evaluation of curriculum design and curriculum teaching materials related to mathematics education.

5.3. To promote co-ordination in mathematics education at all levels and effective communication within the mathematics community of Ontario.

5.4. To provide liaison with other educational organizations in Ontario and with mathematics education organizations in other provinces and countries.

5.5. To maintain affiliation with the National Council of Teachers of Mathematics [NCTM], and to promote projects of mutual concern.

5.6. To maintain an active and representative mathematics educator's voice with the ministry that is responsible for education in the Province of Ontario, the various other educational bodies in Ontario, and the public.

5.7. To encourage the development of local, regional and special interest mathematics organizations in Ontario, to grant such organizations chapter affiliate status as defined in Article 8, and to maintain a mutually supportive relationship with them.

Article 6. – Membership And Membership Fees

6.1. Membership in OAME/AOEM shall be granted upon completion and acceptance of OAME/AOEM's application form and payment of the annual fee.

6.2. Membership fees shall be set annually by the Board of Directors.

Article 7. – Organization

7.1. Executive Committee

There shall be an Executive Committee of OAME/AOEM consisting of the following Officers of OAME/AOEM:

7.1.1. Voting members as follows:

7.1.1.1. President (Chief Executive Officer)

7.1.1.2. President-Elect

7.1.1.3. Two Vice Presidents

7.1.1.4. The immediate Past President

7.1.2. Non-voting members as follows:

7.1.2.1. Executive Director(s)

7.1.3. The voting members of the Executive Committee shall be elected in the manner prescribed by the By-Laws.

7.1.4. The non-voting members of the Executive Committee shall be appointed in the manner prescribed by the By-Laws.

7.1.5. No person shall hold office if s/he is not a member, and no member shall hold more than one office at a time.

7.2. Board of Directors

7.2.1. The Board of Directors of OAME/AOEM shall be composed of the following:

7.2.1.1 A maximum of twenty-seven (27) voting members as follows:

7.2.1.1.1. All voting members of the Executive Committee.

7.2.1.1.2. One representative from each recognized Chapter of OAME/AOEM, and

7.2.1.1.3. Individual members, the number determined prior to each election and to be such as to bring the total voting membership of the Board to a maximum of twenty-seven. Individual members could also serve as Chapter Representatives.

7.2.1.2. Non-voting members as follows:

7.2.1.2.1. the Executive Director(s).

7.2.1.2.2. and (if not already voting members)

7.2.1.2.2.1. The Editor of the Ontario Mathematics Gazette

7.2.1.2.2.2. The Editor of the Abacus
7.2.1.2.2.3. The National Council of Teachers of Mathematics (NCTM) Representative
7.2.1.2.2.4. Coordinator of the OAME/AOEM Web Site

7.2.2. The voting members of the Board of Directors shall be elected and the results reported to the membership in the manner prescribed by the By-Laws.

7.2.3. The non-voting members of the Board of Directors shall be appointed in the manner prescribed by the Terms of Reference.

7.2.4. The term of office of newly elected and appointed members of the Executive Committee and the Board of Directors shall begin upon the first day of September following the election.

7.2.5. No person shall be a member of the Board of Directors who is not a member of OAME/AOEM.

7.3. Committees

7.3.1. There shall be Standing Committees as designated in the By-Laws and Special Committees as the Executive Committee, the Board of Directors or the membership at a General Meeting may from time to time deem necessary.

7.3.2. Standing Committees shall be responsible to the Executive Committee.

7.3.3. Special Committees, including ad hoc committees, task forces and advisory committees, shall be responsible to their appointing bodies.

7.3.4. A member of the Executive Committee shall act as liaison on each committee.

7.3.5. Each committee chair must be a member of the Board of Directors.

7.3.6. Members of Standing Committees and Ad Hoc Committees must be members of OAME/AOEM.

7.3.7. Committees shall have the right to recommend to the Executive Committee the appointment of sub-committees in their area of responsibility. All such sub-committees are responsible to the committee that recommended them. Appointments to a sub-committee shall be made by the committee to which it is responsible. These sub-committees may include persons who are not members of OAME/AOEM.

7.4. Editor of the Ontario Mathematics Gazette

7.4.1. The Editor of the Ontario Mathematics Gazette shall be appointed by the Board of Directors.

7.5. Editor of the Abacus

7.5.1 The Editor of the Abacus shall be appointed by the Board of Directors.

7.6. National Council of Teachers of Mathematics (NCTM) Representative.

7.6.1. The NCTM Representative shall be appointed by the Board of Directors.

7.7. Coordinator of the OAME/AOEM Web Site.

7.7.1. The Coordinator of the OAME/AOEM Web Site shall be appointed by the Board of Directors.

Article 8. – Chapters

8.1. A Chapter is a group of OAME/AOEM members:

8.1.1. Who organize and act in harmony with the Mission Statement and Objectives of OAME/AOEM, and

8.1.2. Who fulfill the responsibilities of Chapters in the manner prescribed by the Bylaws, and

8.1.3. Who, upon application, are approved by the Board of Directors and granted recognition annually at the Annual General Meeting of OAME/AOEM by a simple majority vote of the members present.

Article 9. – By-Laws

9.1. The Board of Directors of OAME/AOEM shall establish By-Laws not inconsistent with the Constitution concerning:

9.1.1. The procedure for the election or appointment of its various office holders.

9.1.2. The formation of Chapters.

9.1.3. The management of its property and its own internal organization and administration.

9.1.4. The time, place and conduct of the annual and other meetings.

9.1.5. The procedure for the establishment, amendment or rescission of Terms of Reference.
9.1.6. The procedure for the establishment, amendment or rescission of Position Papers.
9.1.7. The establishment of special funds in conformity with the Mission Statement and Objectives.
9.1.8. The investment of funds.
9.1.9. The appointment of auditors.
9.1.10. All other matters as are deemed necessary or convenient for the conduct of the business of OAME/AOEM.

9.2. The Board of Directors of OAME/AOEM may modify a By-Law provided that the modification is not inconsistent with the Constitution or existing By-Laws.

Article 10. – Parliamentary Authority

10.1. The rules contained in Robert's Rules of Order shall govern OAME/AOEM in all cases where they are not inconsistent with the By-Laws and any special rules of order OAME/AOEM may adopt.

Article 11. – Amendments

11.1. Amendments to this Constitution may be made at the Annual General Meeting of OAME/AOEM:
11.1.1. By a two-thirds vote of the members qualified to vote, present and voting, provided that
11.1.2. Notice of the proposed amendment shall have been given in writing to the Executive Director(s) no later than four weeks prior to the last Board meeting before the Annual General Meeting in which the amendments are to be considered, and
11.1.3. Such notice shall have been forwarded by the Executive Director(s) to the Board of Directors at least two weeks prior to the last Board meeting before the Annual General Meeting in which the amendments are to be considered, and
11.1.4. Notice shall have been given in writing to all members at least two weeks prior to the Annual General Meeting.

Article 12. – Dissolution, Profits And Unalterability

12.1. On the winding up or dissolution of OAME/AOEM, funds or assets remaining after all debts have been paid shall be transferred to a Canadian charitable institution with purposes similar to those of OAME/AOEM, or, if this cannot be done, to another charitable institution recognized by Revenue Canada as qualified under the provisions of the Income Tax Act of Canada.
12.2. The mission of OAME/AOEM shall be carried out without financial gain for its members.
12.3. Article 12 of this constitution is unalterable in accordance with the Ontario Corporations Act.

OAME/AOEM By-Laws

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OAME/AOEM BY-LAWS
June 11, 2016

By–Law 1. **Quorum**

1.1. A quorum for a meeting of the Executive Committee shall be three voting members of the Executive Committee, one of whom must be either the President, Past-President or President-Elect.

1.2. A quorum for a meeting of the Board of Directors shall be one-half of the voting members of the Board of Directors.

By–Law 2. **Meetings**

2.1. An Annual General Meeting of OAME/AOEM shall be held in conjunction with the October board meeting. Members will be welcome to attend the meeting or participate virtually through a forum determined by the Executive Committee.

2.2. Special general meetings may be called at any time if deemed necessary by the Executive Committee.

2.3. The Board shall meet three or four times per year as determined by the Executive Committee. Special meetings of the Board may be called by the President in consultation with the Executive Committee or at the request of a majority of Directors.

2.4. The Executive Committee shall meet four times per year or at the call of the President.

2.5. Committees of the Board and/or the Executive Committee shall meet as their function requires and report progress.

2.6. The dates for meetings of the Executive Committee and the Board of Directors for the upcoming year shall be determined by the President-Elect, in consultation with the Executive Committee, and announced not later than the last meeting of the Board of Directors.

By–Law 3. **Attendance of Officers**

3.1. Officers are expected to attend all meetings of the Executive Committee and the Board of Directors for their duration.

3.2. Officers are expected to notify the Executive Director(s) at least four weeks in advance if they are unable to attend a meeting of the Executive Committee or the Board of Directors. In the case of unforeseen circumstances, notification should be given as soon as possible.

3.3. Minutes of Executive Committee meetings will list Officers present, those absent having given notice (regrets), and those absent without notice.

3.4. The President or President-Elect will contact any Officer who is absent from any meeting without giving notification or who is absent from two or more meetings in a year. The President or President-Elect will inform the Officer that his/her position on the Executive Committee may be forfeited.

3.5. The Executive Committee may ask for any Officer's resignation at any time if that Officer's attendance has been irregular. In this regard, absence from a major portion of a meeting may be considered to be absence from the whole meeting. If a resignation requested by the Executive Committee is not forthcoming, the Executive Committee may terminate that Officer's term of office by 2/3 majority vote of the remaining Officers.

By–Law 4. **Attendance of Directors**

4.1. Directors are expected to attend all meetings of the Board for the duration of their term.

4.2. Directors are expected to notify the Executive Director(s) at least four weeks in advance if they are unable to attend a Board of Directors' meeting. In the case of unforeseen circumstances, notification should be given as soon as possible.

4.3. Minutes of Board of Directors' meetings will list Directors present, those absent having given notice (regrets), and those absent without notice.

4.4. The President or President-Elect will contact any Director who is absent for any meeting without giving notification or who is absent for two or more meetings in a year. The President or President-Elect will inform the Director that his/her position on the Board may be forfeited.

4.5. The Executive Committee may ask for any Director's resignation at any time if that Director's attendance has been irregular. In this regard, absence from a major portion of a meeting may be considered to be absence from the whole meeting. If a resignation requested by the Executive Committee is not forthcoming, the Executive Committee may terminate that Director's term of office by 2/3 majority vote of the Executive Committee.

By–Law 5. **Membership**

5.1. Annual membership commences from the beginning or end of the quarter year in which the application with payment is received. In the case of Life Membership, membership extends from the end of the quarter year in which the award is proclaimed to the end of the life of the member.

5.2. Membership fees will be established by the Board of Directors on the recommendation of the Finance Committee and the Executive Committee for regular members, retired members and student members. Membership fees are waived for life members.

5.3. Life members will have all the privileges of regular members.

5.4. Members of OAME/AOEM are encouraged but not required to designate a chapter affiliation.

By–Law 6. **OAME/AOEM Chapters In Good Standing**

6.1. A chapter is deemed to be "in good standing" when:

6.1.1. A copy of the chapter's annual report is submitted to the Executive Committee, through the Executive Director(s), by September 15 of each year which includes:

6.1.2. A slate of officers, which shall include the President, Treasurer, Chapter Representative and OMO Representative and may include a Vice-President and Secretary (where all officers are and will remain members of OAME/AOEM during the entire term of their office).

6.1.3. A current financial statement as of their Annual General Meeting.

6.1.4. A report from the Chapter President highlighting the Chapter's events over the past year.

6.2. The chapter representative or designate has represented the chapter at each board meeting in the previous year, or five of the past six meetings.

6.3. The Executive Committee shall bring forth a list of Chapters in Good Standing to the Annual General Meeting to be approved by the membership.

By–Law 7. **Chapter Affiliation and Grants**

7.1. Members of chapters are encouraged but not required to be members of OAME/AOEM.

7.2. Each individual member of OAME/AOEM may designate one and only one chapter as that member's prime chapter.

7.3. Each chapter is entitled to a rebate on a per OAME/AOEM member basis for regular and retired members, but not for student or life members.

7.4. The rebate to Chapters shall be a percentage of the annual membership fee. The percentage rebate will be recommended annually by the Finance Committee to the Executive Committee and by the Executive Committee to the Board of Directors for the approval of the Board as part of the annual budget.

7.5. The rebate to a chapter is conditional upon the chapter being deemed to be in "Good Standing" (see By-Law 6).

7.6. The Executive Director(s) will keep chapters notified of members who state affiliation with their chapter.
7.7. Any chapter may apply to the Finance Committee for a Chapter Grant to be used for a specific purpose. The "Grant Application" form is to be used. The Finance Committee will make a recommendation to the Executive Committee. The Executive Committee will present the grant application to the Board of Directors for approval or rejection. Within three months of completion, a report of the project must be submitted to the Executive Director(s).
7.8. OAME/AOEM may receive grants from Chapters to be designated for specific purposes on the approval of the Finance Committee.
7.9. When a discount for a chapter activity is offered to chapter members, the same discount shall be offered to all OAME/AOEM members attending.

By–Law 8. **Affiliation with National Council of Teachers of Mathematics (NCTM)**

8.1. The Executive Director(s) shall pay the annual fee for renewal of the affiliation of OAME/AOEM with NCTM.
8.2. The Executive Committee shall annually appoint one or more NCTM representatives.
8.3. The Executive Committee may name a delegate (and an alternate) to the annual meeting of the NCTM delegates.

By–Law 9. **Terms of Office of Officers and Directors**

9.1. The term of office for each of the President-Elect, the President and the Past President shall be one year. The term of office of each of the Vice Presidents shall be three years. In each case the term begins on September 1 following the election at which the election of the Officer is announced.
9.2. In order to preserve continuity, the Executive may assign a term of office less than three years to open Vice President Positions. When elections are held for more than one Vice President position, and one or more of the positions are designated a term less than three years, the candidates for Vice President will be assigned these positions based on the number of votes received. That is, the candidate receiving the highest number of votes receives the position with the longest term and continuing in descending order to fill the remaining positions.
9.3. The term of office for each elected position on the Board of Directors shall be three years, beginning on September 1 following the election.
9.4. In the event of a resignation, termination or death of the President or President-Elect during a term in office, the Executive Committee shall elect one of its members to the vacant office to complete the term.
9.5. In the event of a resignation, termination or death of a Vice President, the Executive Committee shall be responsible for filling the vacancy, for the duration of that individual's term, subject to ratification by the Board of Directors.
9.6. In the event of a resignation, termination or death of the Past President, the Executive Committee may appoint a previous Past President to complete the term or may choose to leave the position vacant for the remainder of the term.
9.7. In the event of the resignation, termination or death of a Director, the Board of Directors may appoint a replacement for the said Director to complete the remaining portion of the term for that position or the Board may leave the position vacant.
9.8. In the event that an Officer is temporarily unable to carry out his or her duties, the Executive Committee may appoint an interim replacement.

By–Law 10.**Standing Committees (note: The structure for the Curriculum Committee will be clarified before we vote on this matter)**

10.1. There shall be the following Standing Committees:
- 10.1.1. Communications Committee
- 10.1.2. Curriculum Committee
- 10.1.3. Finance Committee
- 10.1.4. Nominations/Elections Committee
- 10.1.5. Outreach Committee and
- 10.1.6. Strategic Planning and Renewal Committee.

By–Law 11.**Nominations/Elections Committee**

11.1. The Nominations/Elections Committee will consist of three people: the immediate Past President and two other members of OAME/AOEM appointed by the immediate Past President subject to the approval of the Executive Committee. The immediate Past President will serve as Chair of the Committee. If the immediate Past President is not available, the Executive Committee will appoint the Chair and the Chair will appoint two other members of OAME/AOEM subject to the approval of the Executive Committee.

11.2. The Committee shall be responsible for carrying out the duties including dates and deadlines outlined in By-Law 12 and in the Terms of Reference for the Nominations/Elections Committee.

By–Law 12.**Elections**

12.1. Annual elections shall be conducted electronically via the OAME/AOEM website from March 1 to March 31. Any member in good standing whose membership does not lapse before the election deadline, may request in writing a written ballot. The deadline for requesting to vote by written ballot will be provided annually in the December Issue of the Ontario Mathematics Gazette. Should secure access to the OAME/AOEM website become compromised, the election may be conducted by written ballot.

12.2. The Chair of the Nominations/Elections Committee shall be responsible for preparing the ballots and accompanying information to be posted. The Executive Director(s) shall be responsible for ensuring that the ballot and information is correctly posted in the "Members Only" section of the OAME/AOEM Website and that each member is notified (via the Ontario Mathematics Gazette) of the voting period for the election. If there is a need for a written ballot, the Executive Director(s) shall be responsible for mailing one ballot to each voting member of OAME/AOEM. The Executive Director(s) shall be responsible for obtaining and filing a copy of the election report.

12.3. The OAME/AOEM Website shall provide the following safeguards:

12.3.1. Each member will be assigned an unique "Voter Registration Number" that is different from their OAME/AOEM membership number,

12.3.2. Each member will be allowed to submit only one ballot within a defined time period,

12.3.3. Each member will view an electronic confirmation, which may be printed, indicating their choices and listing their "Voter Registration Number",

12.3.4. The Chair of the Nominations/Elections Committee will have access to an election report containing the following information:

12.3.4.1. The total number of members who submitted an electronic ballot.

12.3.4.2. The total number of votes for each candidate.

12.3.4.3. A printout of each ballot cast identified only by the "Voter Registration Number".

12.4. Any OAME/AOEM member may run for President or Vice-President.

12.5. OAME/AOEM members running for Director will declare their intent to work on either grade JK-6 or grade 7-12 issues based on their personal experience, expertise and interests.

12.6. A Director appointed for reasons outlined in By-Law 9 will be replaced by someone with similar experience and expertise (ie. grade JK-6 or grade 7-12)

12.7. Members may vote for one candidate for President-Elect, up to x candidates for Vice President (where x is the number needed to bring the total complement of Vice Presidents to two) and up to y candidates for Board of Directors, where x is the number needed to bring the total complement of Vice Presidents to two and y is the number needed to bring the total complement of the Board of Directors to a maximum of twenty-seven.

12.8. If written ballots are required, marked ballots will be returned to the Chair of the Nominations/Elections Committee. Only ballots received by the selected closing date will be counted.

12.9. The Committee Chair will arrange a meeting with the Nominations/Elections committee members after March 31 to determine election results.

12.10. Any member contesting an election result may petition in writing the Chair of the Strategic Planning and Renewal Committee to convene an ad-hoc election appeal committee, comprised of the following individuals: the Chair of the Strategic Planning and Renewal Committee, the

Website Coordinator, an Executive Director(s) and the Chair of the Nominations/Elections Committee. This ad-hoc committee will be responsible for:

12.10.1. Reviewing the election and results, and

12.10.2. Reporting its findings and recommendations for follow-up to the Board of Directors, the Executive Committee and the petitioner.

12.11. Successful candidates shall be elected by plurality from the nominees for each position. In cases where more than one candidate is to be selected, the nominees shall be ranked by total number of votes received for that position. The candidates elected shall be determined by these rankings.

12.12. The name of the successful candidate for President-Elect will be deleted from the list of nominees for Vice President and Board of Directors before tallying of votes commences for those positions. Similarly, the names of the successful candidates for Vice President will be deleted from the list of nominees for Board of Directors before tallying of votes commences for those positions.

12.13. In the case of a tie for the last available place, the Executive will cast the deciding vote at their April Meeting.

12.14. The results of the election will be relayed by telephone or electronic mail by the Chair of the Nominations/Elections Committee to the President and the Executive Director(s)s. The President or designate will inform all candidates and nominees for Executive Committee by confirmed electronic mail or directly by telephone and follow-up letters. The Chair of the Nominations/Elections Committee or designate will inform all candidates for Board of Directors by confirmed electronic mail or directly by telephone and follow-up letters.

12.15. The Chair of the Nominations/Elections Committee will post the list of successful candidates and announce the results of the election following the April Executive Committee meeting.

12.16. The Chair of the Nominations/Elections Committee shall seek approval from the membership attending the Annual General Meeting to remove electronic results of the election from the website and/or to destroy the written ballots, if applicable.

By–Law 13.**Duties and Responsibilities of the Executive Committee (Officers)**

13.1. The Executive Committee will act for the Board of Directors between meetings of the Board and report their actions at the next Board meeting.

13.2. Officers will act as representatives for OAME/AOEM where and when required.

13.3. The duties of the Executive Committee shall be to:

13.3.1. Promote the aims and objectives of the organization.

13.3.2. Represent the interests of the membership.

13.3.3. Attend the regular and special meetings of the Executive Committee and Board of Directors.

13.3.4. Ensure that policies established by the Board of Directors and/or the membership be implemented.

13.3.5. Represent the President and perform such duties as requested at OAME/AOEM functions.

13.3.6. Assist the President-Elect in planning the Leadership Conference, and the President in planning the Annual General Meeting.

By–Law 14.**Duties and Responsibilities of the Board of Directors**

14.1. The Board of Directors shall have general supervision of the activities of the organization except where there is permission given by the Constitution or By-Laws to the Executive Committee.

14.2. The duties of the Board of Directors shall be to:

14.2.1. Promote the aims and objectives of the organization.

14.2.2. Represent the interests of the membership.

14.2.3. Attend the regular Board of Directors meetings.

14.2.4. Serve on OAME/AOEM committees.

By–Law 15.**Committee Responsibilities**

15.1. Each committee, whether standing committee or special committee, will consist of a Chair who is a member of Board of Directors, an Executive Committee member as liaison, and a number of additional members at large.
15.2. Each newly created Committee must present Terms of Reference to be approved at a meeting of the Board of Directors within the election year in which the committee was created.
15.3. Each committee is to act in accordance with its Terms of Reference.
15.4. Each committee is to keep considerations of equity in mind in all of their deliberations.
15.5. Committees will usually meet in conjunction with the Board of Directors' meetings. Committees may schedule other meetings as required subject to budget constraints and/or prior approval of the Board of Directors.
15.6. Each committee will present a written and oral report at each Board of Directors' meeting. The written report will be given to the Executive Director(s) for total or partial inclusion in the minutes.
15.7. Any action items in committee reports shall be presented as written motions for approval of the Board of Directors.

By–Law 16.**Sources of Funds**

16.1. The following constitute regular sources of funds for OAME/AOEM:
16.1.1. Membership Fees.
16.1.2. Professional Development Fee of $35.00 per paid delegate to the Annual OAME/AOEM Conference and prorated for partial attendance.
16.1.3. Fifty per cent (50%) of the surplus of receipts over expenditures received from the Annual OAME/AOEM Conference except for a joint OAME/NCTM conference where the policy must be agreed to by NCTM, OAME/AOEM and the sponsoring chapter, group or individual.
16.2. The following constitute some other possible sources of funds:
16.2.1. Sales of OAME/AOEM materials conducted according to the rules set down by OAME/AOEM.
16.2.2. Sales of NCTM materials conducted according to the rules set down by NCTM.
16.2.3. Charitable donations received according to the rules of Canada Revenue Agency.

By–Law 17.**Budget**

17.1. A proposed budget shall be submitted by the Finance Committee for approval at the first meeting of the Board of Directors after the end of the fiscal year.

By–Law 18.**Expense Policy**

18.1. Expenses of the President while performing the responsibilities of the presidency shall be reimbursed.
18.2. Expenses of the Executive Director(s) when on OAME/AOEM business shall be reimbursed.
18.3. Expenses for travel and accommodation shall be paid for Officers, Directors, Chapter Representatives and non-Voting members of the Board attending Board of Directors and/or Executive Committee meetings as indicated in the Terms of Reference.
18.4. All expense claims must be submitted to the Executive Director(s) on the Expense Claim Form. Receipts for expenses must be submitted before reimbursement.

By–Law 19.**Honoraria for the Executive Director(s)**

19.1. Fees for the Executive Director(s) are to be established annually at the first meeting of the Board of Directors after the end of the fiscal year and approved as part of the Annual Budget.

By–Law 20.**Fiscal Year**

20.1. The fiscal year for budgeting and for the annual financial statement shall be from September 1 in one calendar year to August 31 in the next year.

By–Law 21.**Annual Conference**

21.1. An OAME/AOEM Annual Conference shall be held each year in the second week of May or at another time approved by the Board of Directors.
21.2. The OAME/AOEM Annual General Meeting shall be held May. In years when an NCTM Annual Regional is held in Ontario, an OAME/AOEM Annual Conference may be held in conjunction with the NCTM event.
21.3. Any chapter may submit an application to host an annual conference.
21.4. Applications should be submitted at least two and a half years in advance to the Executive Committee as outlined in the Terms of Reference for Conferences.
21.5. In the event that no applications are submitted by a chapter, then twenty-seven months before a conference (ie: at the February board meeting), the board will assume responsibility for the annual conference.
21.6. The final decision relating to location and sponsor shall be made by the Executive Committee and ratified by the Board of Directors no later than two years in advance where possible.
21.7. The Executive Committee, through reports from the Executive Director(s), has a responsibility to monitor the planning of the Annual Conference Planning Committee, to give advice when requested and to offer suggestions when it perceives potential problems. The responsibility of the Executive Director(s) with respect to Conference Planning will be to:
    21.7.1. Provide regular reports to the Executive Committee regarding the progress of the Annual Conference Planning Committee,
    21.7.2. Forward questions from the Annual Conference Planning Committee to the Executive Committee,
    21.7.3. Communicate feedback from the Executive Committee to the Annual Conference Planning Committee whenever necessary,
    21.7.4. Provide written reminders to the Annual Conference Planning Committee regarding critical dates and reports and documentation due.
21.8. If a net loss is incurred in conducting the OAME/AOEM Annual Conference, OAME/AOEM will bear that loss unless:
    21.8.1. The budget using the OAME/AOEM financial template was not received by OAME/AOEM at least thirteen months before the conference date, and written reminders were provided by the Executive Director(s) at least one month before the budget due date and/or
    21.8.2. The Conference Committee was negligent in the performance of their duties.
21.9. Acts of negligence may include but are not restricted to, the misappropriation of funds, the careless handling of funds, or careless business practices.
21.10. The organizing committee shall be known as the "____Annual Conference Planning Committee", the year of the conference being inserted at the beginning of the committee name. This Committee shall be responsible for acting in accordance with the policies in this By-Law, the Terms of Reference, and the Guidelines for Annual Conferences and be members in good standing of OAME.
21.11. Within two years of the conference date, the Annual Conference Planning Committee:
    21.11.1. May be advanced $15 000 by the Executive Director(s) after the Annual Conference Planning Committee has submitted a request which includes:
        21.11.1.1. The list of signing officers.
        21.11.1.2. The details of the opening of a bank account.
        21.11.1.3. A detailed budget using the OAME/AOEM financial template.
    21.11.2. May be advanced a maximum of $5 000 in additional funds upon approval by the OAME/AOEM Executive Committee of a written request which provides a detailed accounting of the disbursement of the initial funds, using the OAME/AOEM financial template, and an itemized plan justifying the need for the additional funds.
21.12. Any monies advanced to an Annual Conference Planning Committee by OAME/AOEM are repayable within 30 days of the final day of the conference concerned.
21.13. During the year following the OAME/AOEM Annual Conference, an interim financial statement shall be presented at the first Executive Meeting and the first meeting of the Board of Directors. A final financial statement, accompanied by the monies payable to OAME/AOEM shall be presented at the second meeting of the Board of Directors following the conference. This

final financial statement, using the OAME/AOEM financial template, shall include a comparison of actual results against the original budget with explanations for discrepancies.

21.14. OAME/AOEM reserves the right to have the financial statements of the hosting committee audited.

21.15. All ledgers shall be closed one year after the last day of the previous Annual Conference.

By–Law 22.**Scholarships and Awards**

22.1. A function of OAME/AOEM will be to administer in entirety or in part scholarships and/or awards. These scholarships and awards must be approved by the Board of Directors before administration is undertaken.

By–Law 23.**Amendments to the By-Laws**

23.1. A motion to amend the By-Laws must carry a favourable vote of the majority of the members of the Board of Directors present at a meeting of the Board of Directors if 15 days' or more notice of the motion has been received.

23.2. A motion to amend the By-Laws must carry a favourable vote of 2/3 majority of the members of the Board of Directors present at a meeting of the Board of Directors if 15 days' notice of the motion has not been received.

By–Law 24.**Distribution of By-Laws**

24.1. The Executive Director(s) will supply each member of the Board of Directors with a copy of the Constitution and By-Laws. New members are to receive them with the agenda of the first meeting of the Board of Directors in the new Board year.

By–Law 25.**Ontario Mathematics Olympics**

25.1. A provincial Ontario Mathematics Olympics (OMO) shall be held each year on the first weekend in June or at another time approved by the Board of Directors.

25.2. Any chapter may submit an application to host an annual OMO.

25.3. Applications to host an OMO should be submitted at least one year in advance to the Executive Committee as outlined in the Terms of Reference for the OMO.

25.4. The final decision relating to selecting the host group shall be made by the Executive Committee and ratified by the Board of Directors no later than one year in advance where possible.

25.5. The organizing committee shall be known as the Ontario Mathematics Olympics (insert year of the OMO) Host Committee and be members in good standing with OAME/AOEM. This Committee shall be responsible for acting in accordance with the policies in this By-Law, the Terms of Reference and the Guidelines for the OMO.

25.6. OAME/AOEM shall seek corporate partners to provide funding on an annual basis to reduce costs for students participating in OMO. At the time of planning the OMO, the Host Committee should contact the Executive Director(s) to determine the availability of funds. These funds, to a maximum of $5 000, will be granted to the Host Committee and can be used only to defray the costs of travel, food or accommodation for participants. Also the Host Committee is encouraged to seek local financial partners to help defray the costs. Upon request, OAME/AOEM will provide tax-deductible receipts for any charitable donations.

25.7. Within one year of the OMO date, the Host Committee:

25.7.1. May be advanced a $3 000 loan by the Executive Director(s) after the Host Committee has submitted a request which includes:

25.7.1.1. A list of members of the host committee

25.7.1.2. A financial plan detailing sources of revenue and verified program costs;

25.7.2. May be advanced an additional $2 000 loan by the Executive Director(s) upon receipt of a written request which includes a detailed accounting of the disbursement of the initial $3 000 loan.

25.8. Losses up to $5 000 incurred in the conducting of the OMO shall be borne by OAME/AOEM unless the Host Committee fails to provide OAME/AOEM with an acceptable financial plan at least six months prior to the event or the Host Committee is deemed negligent in the management of the event. Losses above $5 000 will be borne by the host group unless an alternate agreement is ratified by the Board of Directors.

25.9. Acts of negligence may include but are not restricted to, the misappropriation of funds, the careless handling of funds, or careless business practices.
25.10. A final financial statement, accompanied by the monies payable to OAME/AOEM shall be paid to OAME/AOEM within ninety days of the date of the OMO event. This final financial statement, using the OAME/AOEM financial template, shall include a comparison of actual results against the original budget with explanations for major discrepancies.
25.11. OAME/AOEM reserves the right to audit the financial statements of the host committee.
25.12. Any profits from the OMO event or corporate sponsorship funds in excess of $5 000 received by OAME/AOEM will be held in trust for future OMO events.
25.13. The trust for future OMO events shall not exceed $10 000. Funds in excess of $10 000 shall be transferred to the OAME/AOEM general operating fund account unless otherwise determined by a motion of the Board of Directors.

By–Law 26.**Creating a New Chapter Out of an Existing Chapter**

26.1. Demonstrating a Consensus to Subdivide a Chapter.
- 26.1.1. A request to create one or more chapters from an existing chapter will be entertained once the following criteria are met:
- 26.1.2. A written request is presented to the Executive Committee of OAME/AOEM containing the following:
- 26.1.2.1. A signed petition or an electronic version thereof containing the names of at least one half of the members of the original chapter.
- 26.1.2.2. Letter(s) of intent indicating that the present executive are in favour of, or opposed to, sub-dividing the chapter.
- 26.1.2.3. A rationale for subdividing the chapter.

26.2. Granting Permission to Proceed
- 26.2.1. The Executive Committee may either:
- 26.2.1.1. Grant permission for the chapter to continue to explore subdividing; or,
- 26.2.1.2. Refer the question to the Board of Directors.

26.3. Submission of Application to Subdivide a Chapter

Upon receipt of approval to continue from the Executive Committee or the Board of Directors, the petitioning chapter will make a final proposal to the Board of Directors and the General membership at the next Annual General Meeting of OAME/AOEM containing the following:
- 26.3.1. The names of an interim executive for each of the new territories
- 26.3.2. The geographical/political boundaries of the new territories.
- 26.3.3. Financial statements showing the distribution of assets and the payment of outstanding debt.
- 26.3.4. The arrangements made to include all existing chapter members in a vote that:
- 26.3.4.1. Indicates a clear question regarding the subdivision of the existing chapter.
- 26.3.4.2. Election details including the prior notice given to chapter members of an impending vote
- 26.3.4.3. The results of the vote, including the number who voted.

26.4. Final Approval

Final Approval is made first by a majority vote of the Board of Directors followed by a majority vote of the membership present at the next Annual General Meeting of OAME/AOEM.

26.5. Administrative Changes

Upon approval by the Annual General Meeting of OAME/AOEM, the Executive Director(s) shall
- 26.5.1. Adjust insurance coverage to include newly created chapters
- 26.5.2. Correct the membership brochure
- 26.5.3. Make appropriate changes to the OAME/AOEM website
- 26.5.4. Adjust the composition of the Board of Directors

By–Law 27.**The Amalgamation of Existing Chapters**

27.1. Demonstrating a Consensus to Amalgamate Existing Chapters: A request to amalgamate two or more existing chapters will be entertained once the following criteria are met:
- 27.1.1. A written request is presented to the Executive Committee of OAME/AOEM containing the following:

27.1.1.1. A signed petition or an electronic version thereof containing the names of at least one half of the members of all chapters involved.
27.1.1.2. Letter(s) of intent indicating that the present executive of all chapters involved are in favour of, or opposed to, amalgamating the chapters.
27.1.1.3. A rationale for amalgamating the chapters.

27.1.2. Granting Permission to Proceed

The Executive Committee may either:

27.1.2.1. Grant permission for the chapters to continue the amalgamation process, or
27.1.2.2. Refer the question to the Board of Directors.

27.1.3. Submission of Application to Amalgamate Chapters

Upon receipt of approval to continue from the Executive Committee or the Board of Directors, the petitioning chapters will make a final proposal to the Board of Directors and the general membership at the next Annual General Meeting of OAME/AOEM containing the following:

27.1.3.1. The names of the new executive for the amalgamating chapters
27.1.3.2. The geographical/political boundaries of the new territory.
27.1.3.3. Financial statements showing the distribution of assets and the payment of any outstanding debt.
27.1.3.4. The arrangements made to include all existing chapter members in a vote that:
27.1.3.4.1. Indicates a clear question regarding the amalgamation of two existing chapters.
27.1.3.4.2. Election details including the prior notice given to chapter members of an impending vote
27.1.3.4.3. The results of the vote, including the number who voted.

27.1.4. Final Approval

Final Approval is made first by a majority vote of the Board of Directors followed by a majority vote of the membership present at the next Annual General Meeting of OAME/AOEM.

27.1.5. Administrative Changes

Upon approval by the Annual General Meeting of OAME/AOEM, the Executive Director(s) shall:

27.1.5.1. Adjust insurance coverage to for the new chapter.
27.1.5.2. Correct the membership brochure.
27.1.5.3. Make appropriate changes to the OAME/AOEM website.
27.1.5.4. Adjust the composition of the Board of Directors.

By–Law 28. **The Dissolution of a Chapter**

28.1. Demonstrating a Consensus to Dissolve a Chapter

A request to dissolve a chapter will be entertained once the following criteria are met:

28.1.1. A written request is presented to the Executive Committee of OAME/AOEM containing the following:
28.1.1.1. A rationale for dissolving the chapter.
28.1.1.2. A signed petition or an electronic version thereof containing the names of at least one half of the members of the chapter.
28.1.1.3. Letter(s) of intent indicating the present executive that are in favour of, or opposed to dissolving the chapter.
28.1.2. If the chapter is unable to, or unwilling to, petition their members then the OAME/AOEM executive will poll the members of the dissolving chapter.

28.2. Granting Permission to Proceed.

The Executive Committee may either:

28.2.1. Grant permission for the chapter to continue to explore dissolution, or
28.2.2. Refer the question to the Board of Directors.

28.3. Submission of Application to Dissolve a Chapter

Upon receipt of approval to continue from the Executive Committee or the Board of Directors, the petitioning chapter will make a final proposal to the Board of Directors and the general membership at the next Annual General Meeting of OAME/AOEM containing the following:

28.3.1. An audited Financial Statement by the accountant of OAME/AOEM (at the expense of OAME/AOEM).

28.3.2. The arrangements made to include all existing chapter members in a vote that:

28.3.2.1. Indicates a clear question regarding the dissolution of the chapter.

28.3.2.2. Election details including the prior notice given to chapter members of an impending vote and details regarding the ballot.

28.3.2.3. The results of the vote, including the number who voted.

28.4. Final Approval

Final Approval is made by majority vote of the Board of Directors, followed by a majority voite of the membership present at the next Annual General Meeting of OAME/AOEM.

28.5. Administrative Changes

Upon approval by the Annual General Meeting of OAME/AOEM, the Executive Director(s) shall

28.5.1. Adjust insurance coverage.

28.5.2. Correct the membership brochure.

28.5.3. Make appropriate changes to the OAME/AOEM website.

28.5.4. Update the list of the chapter representatives.

28.5.5. Contact all the members and allow them to choose another chapter to belong to.

28.5.6. Adjust the composition of the Board of Directors.

OAME/AOEM Terms Of Reference

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OAME/AOEM Terms Of Reference
June 11, 2016

1. **Officers And Directors**

1.1. **President**

The duties of the President shall be to:

1.1.1. Preside at all general meetings, meetings of the Executive Committee, and of the Board of Directors and provide a report at each of these meetings.

1.1.2. Establish standing committees as outlined in the By-Laws and ascertain that any Special Committees that have been duly proposed according to the By-Laws are established; appoint or arrange for the appointment of chairs of all committees and in consultation with the Executive Committee having sought the wishes of members as to which committee they were interested in; designate committee members.

1.1.3. Appoint OAME/AOEM representatives as may be requested by other organizations and the ministry excluding those covered under Positions Within the Organization.

1.1.4. Chair the Leadership Conference and plan and chair the Annual General Meeting.

1.1.5. Act as ex-officio member of all committees and liaise with committees as assigned

1.1.6. Fulfill the duties outlined in By-Law 13.

1.1.7. Refer to the critical path document(s) for their role and forward recommended changes to the Executive Director(s) by the conclusion of the June board meeting.

1.2. **Past President**

The duties of the Past President shall be to:

1.2.1. Chair the Nominations/Elections Committee and report the election as outlined in By-Law 11 and By-Law 12.

1.2.2. Liaise with committees as assigned.

1.2.3. Fulfill duties as outlined in By-Law 13.

1.2.4. Refer to the critical path document(s) for their role and forward recommended changes to the Executive Director(s) by the conclusion of the June board meeting.

1.2.5. Attend the Past Presidents' luncheon.

1.2.6. Refer to the critical path document(s) for their role and forward recommended changes to the Executive Director(s) by the conclusion of the June board meeting.

1.3. **President-Elect**

The duties of the President-Elect shall be to:

1.3.1. Plan the Leadership Conference which they will chair in the year of their Presidency.

1.3.2. Assume the role of President when required.

1.3.3. Liaise with committees as assigned.

1.3.4. Fulfill duties as outlined in By-Law 13.

1.3.5. Refer to the critical path document(s) for their role and forward recommended changes to the Executive Director(s) by the conclusion of the June board meeting.

1.4. **Vice Presidents**

The duties of the Vice Presidents shall be to:

1.4.1. Support the President.

1.4.2. Liaise with committees as assigned.

1.4.3. Fulfill duties as outlined in By-Law 13.

1.4.4. Fulfill duties as assigned by the President and/or the Executive Committee.

1.4.5. Refer to the critical path document(s) for their role and forward recommended changes to the Executive Director(s) by the conclusion of the June board meeting.

1.5. **Directors**

1.5.1. Serve on committees as assigned.

1.5.2. Fulfill duties as outlined in By-Law 14.

1.5.3. Fulfill duties as assigned by the President and/or the Executive Committee.
1.5.4. Refer to the critical path document(s) for their role and forward recommended changes to the Executive Director(s) by the conclusion of the June board meeting.

1.6. **Chapter Representatives**

The duties of Chapter Representatives shall be to:

1.6.1. Bring written reports from their Chapters to meetings of the Board of Directors and report Board activities to their Chapter.
1.6.2. Promote OAME/AOEM membership and its activities.
1.6.3. Ensure that their Chapter submits an annual report as stipulated in By-Law 6.
1.6.4. Respond to requests for action, feedback, or information from Executive Committee or Board.
1.6.5. Ensure that, if their chapter is applying for a Chapter Project Grant, the application is submitted to the Executive Director(s) by May 15.
1.6.6. Serve on committees as assigned.
1.6.7. Fulfill duties as outlined in By-Law 14.
1.6.8. Fulfill duties as assigned by the President and/or the Executive Committee.
1.6.9. Refer to the critical path document(s) for your role and forward recommended changes to the Executive Director(s) by the conclusion of the June board meeting.

2. Expenses of Officers and Directors

2.1. Expenses shall be reimbursed for Officers and Directors attending Board of Directors and/or Executive Committee meetings as follows:

2.1.1. Travel expenses by car shall be reimbursed at the current rate determined by the Finance Committee.
2.1.2. All air travel pertaining to OAME business shall be booked by the Executive Director(s).
2.1.2.1. The Executive Director(s) will contact the board members six weeks in advance to determine the best times to fly.
2.1.3. Hotel rooms will be direct billed to OAME/AOEM. Shared accommodation is an expectation. Attendees can request a single room by paying the difference in price.

2.2. Expenses of the Executive Director(s) shall be reimbursed for driving and meals when on OAME/AOEM business at the current rates determined by the Finance Committee. See also By-Law 18.

3. Committees - General Terms of Reference

3.1. **Executive Liaison**

3.1.1. Each committee is to have an Executive Liaison appointed by the President. The Executive Liaison is to be a conduit for carrying information from the Executive Committee to the committee and vice versa.

3.2. **Appointment of Committee Chairs**

3.2.1. Each committee is to have a chair appointed by the President in consultation with the Executive Committee.

3.3. **Duties of Committee Chairs**

3.3.1. In collaboration with the Executive Liaison, to prepare an agenda, which includes place and time of meeting, circulate it in advance of the upcoming meeting to committee members, and Executive members.
3.3.2. A copy of the agenda should be sent to other committee chairs.
3.3.3. Arrange that a committee member take minutes.
3.3.4. Preside at committee meetings.
3.3.5. In collaboration with the Executive Liaison and the committee, to review, amend, develop or corroborate goals, objectives, timelines and budget for the year.
3.3.6. For each Board meeting to prepare a brief written report and submit this report to the Executive Director(s) for summary recording in the minutes of the Board meeting. Note that motions are required for action items.
3.3.7. Submit approved committee expenses to the Executive Director(s) for payment.

3.3.8. Submit proposals which require funds additional to the budget to the Finance Committee for approval.
3.3.9. Refer to the designated critical path for this role and forward suggested revisions to the Executive Director(s) by the conclusion of the June board meeting.
3.3.10. Bring to the attention of Board or Executive Committee through the Executive Liaison, the creative, dedicated and/or exemplary efforts by committee members, and/or achievements in the mathematics field, so that their work may be recognized and appreciated.
3.3.11. Keep considerations of equity foremost in all deliberations.
3.3.12. Observe the stipulations listed in the Constitution Section 7.3, By-Law 10, and By-Law 15.

4. Committees – Specific Terms of Reference

4.1. Communications Committee

4.1.1. Membership

4.1.1.1. Voting Members
4.1.1.1.1. A Chair
4.1.1.1.2. An Executive Liaison and
4.1.1.1.3. At least one other member of the Board who is/are not listed above.
4.1.1.2. Non-voting members:
4.1.1.2.1. The Editor of the Ontario Mathematics Gazette.
4.1.1.2.2. The Editor of the Abacus.
4.1.1.2.3. The Advertising Manager, and
4.1.1.2.4. The Coordinator of the OAME/AOEM Web Site.

4.1.2. Function

4.1.2.1. Enhance and promote mathematics throughout the Province of Ontario by means of:
4.1.2.1.1. Promoting membership in OAME/AOEM in cooperation with the Executive Director(s).
4.1.2.1.2. Promoting math within the community.
4.1.2.2. Review and propose revisions, as required, to the Terms of Reference for the Editor of the Ontario Mathematics Gazette, the Editor of the Abacus, the Advertising Manager and the Coordinator of the OAME/AOEM Web Site.
4.1.2.3. Submit a proposed annual budget for the Ontario Mathematics Gazette, the Abacus and, if applicable, the OAME/AOEM Web Site, to the Finance Committee.
4.1.2.4. Assist the editors of OAME/AOEM publications in producing the best possible product within the framework of the guidelines and financial restrictions.
4.1.2.5. Encourage submission of articles to the editors and relevant information to the Web Site Coordinator.
4.1.2.6. Review proposals for the publication and distribution of materials other than the Ontario Mathematics Gazette and Abacus for the improvement of mathematics education and make recommendations to the Executive Committee.
4.1.2.7. Advertise to all OAME members the positions of Editor of the Ontario Mathematics Gazette, the Editor of the Abacus, the Advertising Manager and the Coordinator of the OAME/AOEM Web Site when required, and make recommendations of suitable candidates to the Executive Committee, and with their approval, to the Board of Directors for final approval.
4.1.2.8. Keep considerations of equity foremost in all deliberations.

4.1.3. The OAME/AOEM does not provide lists of members or their information to third parties. We do not include any advertising on our website and do not distribute advertising to members by email (except as included in the Gazette and Abacus). The Math Conference Information System (MCIS) is a secure website and credit card information is not collected and it is not stored. Credit card payments are processed using a secure third party (IATS) and are subject to their privacy policy. There are portions of the public sections of the website that collect web analytics but the information is generic and does not identify individuals.

4.2. Curriculum Committee

These need to be revised to reflect the current practices of the Curriculum Committee.

4.2.1. **Membership**

4.2.1.1. A Chair.

4.2.1.2. An Executive Liaison and,

4.2.1.3. A number of other members as deemed necessary.

4.2.2. **Function**

4.2.2.1. Consider initiatives and projects related to the Mathematics curriculum.

4.2.2.2. Liaise with the Ministry of Education and monitor developments from the Ministry that have an impact on mathematics education in Ontario.

4.2.2.3. Facilitate exemplary mathematics programs in Ontario.

4.2.2.4. Keep considerations of equity foremost in all deliberations.

4.2.3. **Curriculum/Policy Sub-Committees**

4.2.3.1.1. Subcommittees/working groups will be defined as deemed necessary to carry out functions of the committee.

4.3. **Executive Committee**

4.3.1. Membership

4.3.1.1. The President as Chair.

4.3.1.2. The Past-President.

4.3.1.3. The President-Elect.

4.3.1.4. Vice-Presidents

4.3.1.5. The Executive Director(s) as non-voting members.

4.3.2. Function

4.3.2.1. See By-Law 13.

4.4. **Finance Committee**

4.4.1. Membership

4.4.1.1. The Executive Director(s) as Chair.

4.4.1.2. The Past President.

4.4.1.3. The President-Elect, and

4.4.1.4. The President.

4.4.1.5. The Executive Director(s) is/are a non-voting member(s).

4.4.2. **Function**

4.4.2.1. Monitor the financial status of OAME/AOEM.

4.4.2.2. Prepare the annual budget for Executive Committee and Board approval including the percentage reimbursed to Chapters. (See By-Law 7 Section 4).

4.4.2.3. Review and make recommendations regarding By-Law 18: Expense Policy and Terms of Reference: Expenses of Officers and Directors.

4.4.2.4. Review and make recommendations regarding membership fees. (By-Law 5 Section 2)

4.4.2.5. Make recommendations to Executive Committee and Board regarding expenditures which may set financial precedents.

4.4.2.6. Establish guidelines for amounts to be spent re: gifts, donations, etc.

4.4.2.7. Make recommendations to the Executive Committee and Board regarding proposed expenditures outside of the approved budget.

4.4.2.8. Make recommendations to Executive Committee regarding working capital, savings, and investments.

4.4.2.9. Review lists of cheques issued and financial statements prior to submission to the Executive Committee and the Board.

4.5. **Leadership Committee**

4.5.1. **Membership**

4.5.1.1. The President-Elect as Chair, and the Executive Director(s).

4.5.1.2. The Chair will act as Executive Liaison.

4.5.2. **Function**

4.5.2.1. Plan and conduct an annual Leadership Conference following the Guidelines for Leadership Conferences.

4.6. **Nominations/Elections Committee**

4.6.1. **Membership**

4.6.1.1. The Past President as chair and two members selected by the Chair and approved by the Executive Committee to act as clerks. (See By-Law 11.)

4.6.1.2. The Past President shall be the Executive Liaison.

4.6.2. **Function**

4.6.2.1. Solicit nominations for candidates for the positions of President-Elect, Vice Presidents and Directors through the last two issues of the Gazette in the calendar year.

4.6.2.2. Except for the President-Elect and President whose time expired at the end of the current OAME/AOEM year, members of the Board who wish to run in the next election may do so without nomination by signifying to the chair their intentions by the January Executive Meeting and by submitting a completed form including appropriate vitae.

4.6.2.3. Receive nominations for all elected positions up to the January Executive Meeting, on which date nominations shall be closed.

4.6.2.4. Endeavour to secure sufficient nominations so as to ensure an election for each elected position.

4.6.2.4.1. The Past-President should contact Chapters directly to let them know what positions are open and ask them to nominate individuals from their chapter to stand for election.

4.6.2.4.2. The Past-President should arrange for an OAME/AOEM webmail to all members to let them know what positions are open and ask them to consider allowing their name to stand for election.

4.6.2.5. Determine that all nominees are members of OAME/AOEM and develop a final list of candidates. If any nominee is not eligible because of lack of membership, notify that candidate of his/her ineligibility prior to the deadline for nominations if possible.

4.6.2.6. Inform all candidates of the expectations required of them as members of Council, in particular By-Law 4: Attendance of Directors.

4.6.2.7. Ask each nominee to provide a curriculum vita of fifty (150) words or less and may include:

4.6.2.7.1. Present position.

4.6.2.7.2. Education.

4.6.2.7.3. Activities in mathematics education.

4.6.2.7.4. Other activities in education.

(The Committee reserves the right to reduce the length of the vitae for publication.)

4.6.2.8. Where the number of nominated candidates for a given position is less than or equal the number of vacancies, those candidates nominated will be acclaimed to that/those position(s) on the beginning of the Executive meeting in January.

4.6.2.9. On the beginning of the Executive meeting in January, if there are still remaining vacant positions, then the Nominations/Elections Committee, with the approval of the Executive, will extend the nominations date in an attempt to find sufficient numbers of nominations for those vacant positions.

4.6.2.10. In the event that there are remaining vacant position(s) after the extended date, the Executive Committee will recommend individual(s) for one-year appointment(s) to fill such position(s). The appointment(s) will be reported at the Annual General Meeting.

4.6.2.11. Develop a ballot to contain the names of all nominees for President-Elect, Vice President and Director. (A name may appear for more than one position.)

4.6.2.12. Prepare materials to accompany the ballot that includes a curriculum vitae for each nominee.

4.6.2.13. Send the ballot and curriculum vitae in final edited form to the Executive Director(s) for posting on the OAME/AOEM website by February 15.

4.6.2.14. Carry out the duties specified in By-Law 12: Elections.
4.6.2.15. Upon request by a candidate, the Chair may inform a candidate of the total number of votes cast in his/her favour.

4.7. **Outreach Committee**

4.7.1. **Membership**

4.7.1.1. A Chair.
4.7.1.2. An Executive Liaison, and
4.7.1.3. At least one other member of the board.
4.7.1.4. The committee will invite a former member of the board to assist with awards.

4.7.2. **Awards Functions**

4.7.2.1. Solicit, primarily through the Gazette, candidates for all awards established by the Board.
4.7.2.2. Request appropriate background information regarding the nominees for the purposes of screening, selection, publication and promotion.
4.7.2.3. Determine a recipient for each award for which a qualified and suitable nominee has been received.
4.7.2.4. Submit the proposed recipient of all awards to the Executive Committee.
4.7.2.5. Arrange that the awards are ready for presentation and that the presenter has a résumé of the recipient's qualifications for the award.
4.7.2.6. Coordinate awards presentations (time, place, presenter) with the host conference organizer.
4.7.2.7. Review and update the criteria for the awards as required.
4.7.2.8. Provide the editors of the Gazette and local media with a summary of the award winners.
4.7.2.9. Provide the next year's incoming Outreach Committee chair a cumulative list of candidates nominated over the past three years and not yet selected for an award.

Awards

4.7.2.10. **Life Membership Award**:

4.7.2.10.1. The award is given to recognize a person who has contributed in a significant way to OAME/AOEM, demonstrated outstanding leadership in mathematics education, and accumulated 10 or more years of membership in OAME/AOEM.

4.7.2.10.2. Terms of Reference

4.7.2.10.2.1. A maximum of one Life Membership may be awarded in any one year.
4.7.2.10.2.2. There need not be a Life Membership granted each year.
4.7.2.10.2.3. To qualify for Life Membership, a candidate shall have
4.7.2.10.2.3.1. Ten (10) or more accumulated years in OAME/AOEM, and
4.7.2.10.2.3.2. Have demonstrated outstanding leadership in mathematics education locally and provincially, and/or have contributed in a significant way to mathematics education in general, and OAME/AOEM in particular.
4.7.2.10.2.3.3. Names and credentials of candidates for Life Membership shall be:
4.7.2.10.2.3.3.1. Submitted to the Outreach Committee for consideration.
4.7.2.10.2.3.3.2. Submitted, after approval by the Outreach Committee, to the Executive Committee for recommendation to Board of Directors.
4.7.2.10.2.3.3.3. Submitted to Board of Directors, on the recommendation of the Executive Committee, to be elected with a 75% majority of the Board of Directors members present.
4.7.2.10.2.4. If the Executive Committee does not accept the recommendation of the Outreach Committee for Life Membership, the Executive Committee shall make the reasons known to the Outreach Committee.

4.7.2.10.2.5. Nominations received after the January Executive meeting will be considered for the Life Membership Award during the next three calendar years. After three years the nomination must be renewed.

4.7.2.11. **Award For Outstanding Contribution To OAME/AOEM And Mathematics Education In Ontario**.

4.7.2.11.1. The award is given to recognize an individual who has made a significant contribution to OAME/AOEM, and contributed directly or indirectly to the improvement of mathematics education in Ontario, but who is not necessarily an educator or a member of OAME/AOEM.

4.7.2.12. **The Secondary School Mathematics Staff Award**

4.7.2.12.1. The award is given annually to recognize a secondary school mathematics staff, which fosters collegiality, teamwork, and excellent classroom teaching; contributes to the overall development of students; and demonstrates leadership in the mathematics community.

4.7.2.13. **Award For Exceptional And Creative Teaching In Elementary**:

4.7.2.13.1. The award is presented annually to recognize an exceptional and creative elementary teacher who demonstrates excellence in mathematics education and contributes to the overall development of students.

4.7.2.14. **Award For Exceptional And Creative Teaching In Secondary Mathematics**

4.7.2.14.1. The award is presented annually to recognize an exceptional and creative secondary teacher who demonstrates excellence in mathematics education and contributes to the overall development of students.

4.7.2.15. **Award For Leadership In Mathematics Education**

4.7.2.15.1. The award recognizes an educator who has demonstrated leadership by contributing in a significant way to the development of mathematics teachers and enhancement of mathematics education in Ontario through innovation and/or research related activities.

4.7.2.16. **Terms of Reference**

4.7.2.16.1. Nominators for the above awards shall be members in good standing of OAME/AOEM, however nominees need not necessarily be members of OAME/AOEM.

4.7.2.16.2. Nominations received after the January Executive meeting will be considered for awards to be presented during the next three calendar years. After three years, the nomination must be renewed.

4.7.2.16.3. Recipients of the Award For Exceptional And Creative Teaching In Elementary Mathematics, The Award For Exceptional And Creative Teaching In Secondary Mathematics and The Award For Leadership In Mathematics Education will receive a one-year paid electronic membership to OAME.

4.7.3. **Futures Function**

4.7.3.1. Conduct searches for and receives proposals from Chapters for sponsorship of the OAME/AOEM Annual Conference and for the Ontario Mathematics Olympics, and to make subsequent recommendations regarding these proposals to the Executive Committee and, with their approval, to the Board of Directors.

4.7.3.2. Maintain and make appropriate changes to the Guidelines for the OAME/AOEM Annual Conference and the Guidelines for the OAME/AOEM Ontario Mathematics Olympics.

4.7.3.3. Ensure that sponsoring Chapter has a copy of the appropriate OAME/AOEM Guideline.

4.7.3.4. Liaise with the organizing committee of each OAME/AOEM Annual Conference or Ontario Mathematics Olympics on behalf of the Executive Committee and the Board.

4.7.3.5. Make recommendations regarding OAME/AOEM involvement in other conferences and meetings such as NCTM (Canadian) Regionals, NCTM Annual Meetings, and joint ventures with other educational groups.

4.7.3.6. Make proposals to the Executive Committee or the Board regarding possible future activities/directions for OAME/AOEM.

4.7.3.7. Make proposals to the Executive Committee regarding fund raising for the ongoing financial support of OMO, OAME/AOEM conferences, and OAME/AOEM projects through grants, sponsorships and donations.

4.8. **Strategic Planning and Renewal Committee**

4.8.1. **Membership**

4.8.1.1. A Chair.

4.8.1.2. An Executive Liaison.

4.8.1.3. An Executive Director.

4.8.1.4. A number of other members as deemed necessary.

4.8.2. **Function**

4.8.2.1. Review the Constitution, By-Laws and Terms of Reference and where it deems advisable, propose changes first to the Executive Committee, and with their approval to the Board of Directors, and where required to the Annual General Meeting following the guidelines for amendments as outlined in the respective documents.

4.8.2.2. The Strategic Planning and Renewal Committee shall receive suggestions from the membership for changes to the Constitution, By-Laws or Terms of Reference, review the suggestions and either propose changes as outlined in 2.1 above or, after due consideration, reject the suggestions, giving explanation to the member who made the suggestion.

4.8.2.3. The Committee shall provide the Executive Director(s) with an updated version of the Constitution, By-Laws and Terms of Reference whenever changes are approved so that a current version can be posted on the OAME website.

5. Positions Within The Organization

5.1. **Executive Director(s)**

5.1.1. **Appointment**

5.1.1.1. When a vacancy in the position of Executive Director(s) is anticipated, a search committee shall be appointed by the Board of Directors on the recommendation of the Executive Committee to seek candidates for the position. This committee will bring forth a recommendation to the Executive Committee for final approval by the Board of Directors.

5.1.2. **Term of Office**

5.1.2.1. The term of office of the Executive Director(s) shall be for three years, renewable where all parties are agreeable.

5.1.3. **Function**

5.1.3.1. Act as the signing officer of the organization. The Board of Directors may appoint additional or alternate signing officers.

5.1.3.2. Supervise and record all regular financial transactions of the organization and report to the Executive Committee and the Board of Directors.

5.1.3.3. Present an interim financial report at the Annual General Meeting and a final financial report in the December Gazette.

5.1.3.3.1. Present a final financial report at the Annual General Meeting and a final financial report in the December Gazette.

5.1.3.4. Satisfy all reporting requirements of a corporation, a charitable organization and an NCTM Affiliated Group.

5.1.3.5. In consultation with the President, prepare agendae for the Executive Committee and the Board of Directors.

5.1.3.6. Make all arrangements with hotels for Executive Committee meetings, Board of Directors meetings and the Leadership Conference.

5.1.3.7. Keep minutes of all meetings of the Executive Committee and the Board of Directors.

5.1.3.8. Maintain the membership list.

5.1.3.9. Act as Registration Chair and Finance Chair for the Leadership Conference

5.1.4. **Honoraria**

See By-Laws 6, 7, 8, 12, 17, 21, 24; Terms of Reference for other Contractual Positions; Guidelines

5.2. **Editor of the Ontario Mathematics Gazette**

5.2.1. **Appointment**

5.2.1.1. See Terms of Reference: Communications Committee

5.2.2. **Term of Office**

5.2.2.1. The term of office of the Editor of the Ontario Mathematics Gazette shall be for two years renewable where all parties are agreeable.

5.2.3. **Function**

5.2.3.1. Strike an editorial board

5.2.3.2. Select reviewers and ensure that articles receive an independent review prior to publication.

5.2.3.2.1. A new reviewer for the Ontario Mathematics Gazette must be either a current or past member of OAME/AOEM.

5.2.3.2.2. Reviewers shall be provided with a copy of the vision statement of OAME/AOEM and use it as a guiding principle in reviewing articles.

5.2.3.2.3. Publish the Ontario Mathematics Gazette up to four (4) times yearly.

5.2.3.2.4. As deemed necessary by the Editor or the Communications Committee, make recommendations to the Communications Committee regarding the Graphic Designer or the Printer to be employed in the production of the Ontario Mathematics Gazette. Prepare material in camera-ready form for the printer.

5.2.3.2.5. Be responsible for the preparation and delivery of camera-ready proofread materials to the printer for each issue.

5.2.3.2.6. Cooperate with the Executive Director(s) and committee chairs, in particular Chairs of Awards and of Nominations and Elections, to ensure that appropriate materials for the operation of OAME/AOEM are included in the appropriate issues.

5.2.3.2.7. Cooperate with the Editor of the "Abacus" to ensure that this publication is included in each issue and that the number of pages in the combined publication is within budget limitations.

5.2.3.2.8. Submit an annual budget to the Communications Committee.

5.2.3.2.9. Serve as a non-voting member of the Communications Committee. (See Terms of Reference: Communications Committee.)

5.2.3.2.10. Serve as a Director. (See Constitution: 7.2.1.2.)

5.2.4. **Expenses**

5.2.4.1. The Editor is to be reimbursed for all expenses related to the publication of the Ontario Mathematics Gazette.

5.2.4.2. The Editor is to submit to the Executive Director(s) regular accounting of funds received for expenses.

5.2.5. **Honoraria**

5.2.5.1. The editor shall receive an honoraria determined by the Finance Committee at their September meeting.

5.3. **Editor of the Abacus**

5.3.1. **Appointment**

5.3.1.1. See Terms of Reference: Communications Committee

5.3.2. **Term of Office**

5.3.2.1. The term of office of the Editor of the Abacus shall be for two years renewable where all parties are agreeable.

5.3.3. **Functions**

5.3.3.1. Prepare an issue of the "Abacus" up to four (4) times annually.

5.3.3.2. As deemed necessary by the Editor or the Communications Committee, make recommendations to the Communications Committee regarding the Graphic Designer to be employed in the production of the Abacus.

5.3.3.3. Be responsible for the preparation and delivery of camera-ready proofread materials to the printer for each issue.

5.3.3.4. Cooperate with the Editor of the Ontario Mathematics Gazette to ensure that the number of pages in the combined publication is within budget limitations.
5.3.3.5. Submit an annual budget to the Communications Committee.
5.3.3.6. Serve as a non-voting member of the Communications Committee. (See Terms of Reference: Communications Committee.)
5.3.3.7. Serve as a Director. (See Constitution: 7.2.1.2.)

5.3.4. **Expenses**

5.3.4.1. The Editor is to be reimbursed for all expenses related to the publication of the Abacus.
5.3.4.2. The Editor is to submit to the Executive Director(s) regular accounting of funds received for expenses.

5.3.5. **Honoraria**

5.3.5.1. The editor shall receive an honoraria determined by the Finance Committee at their September meeting.

5.4. **Advertising Manager**

5.4.1. **Appointment**

5.4.1.1. See Terms of Reference: Communications Committee

5.4.2. **Term of Office**

5.4.2.1. The term of office of the Advertising Manager shall be for three years renewable where all parties are agreeable.

5.4.3. **Function**

5.4.3.1. Solicit advertising for the Ontario Mathematics Gazette.
5.4.3.2. Set appropriate fee structure to cover costs of advertising and generate revenue to offset costs of the Ontario Mathematics Gazette.
5.4.3.3. Cooperate with the Editor of the Ontario Mathematics Gazette, with the Graphic Designer and with the Printer to ensure that the advertising contracted is included in the appropriate issue.
5.4.3.4. Provide to the Executive (through the Executive Director(s)) an Interim Financial Report in February indicating any special costs incurred in producing the advertisements and revenue received. This Interim Report is to be accompanied by payment 50% of the revenue received for the September and December issues.
5.4.3.5. Provide the Executive Director(s) by August 15 of each year a Year-end Financial Statement which includes details of income, amount transferred to OAME/AOEM throughout the year, itemized expenses, amounts transferred to OAME/AOEM throughout the year, and calculation of fees. A cheque for the remaining income (less start-up funds for the following year) is to accompany the financial statement.
5.4.3.6. Serve as a non-voting member of the Communications Committee. (See Terms of Reference: Communications Committee.).

5.4.4. **Honoraria**

5.4.4.1. The Advertising Manager is to be reimbursed from advertising revenue on the following basis:
x is the advertising revenue before expenses are deducted.
If $x < \$3000$, fee is $0.10x$
If $\$3000 \leq x < \$5000$, fee is $\$300 + 0.15(x - \$3000)$
If $x \geq \$5000$, fee is $\$600 + 0.20(x - \$5000)$

5.4.5. **Expenses**

5.4.5.1. Expenses incurred to generate advertising are to be deducted from advertising revenue.

5.5. **Coordinator of the OAME/AOEM Web Site**

5.5.1. **Appointment**

5.5.1.1. See Terms of Reference: Communications Committee

5.5.2. **Term of Office**

5.5.2.1. The term of office of the Coordinator of the OAME/AOEM Web Site shall be for two years renewable where all parties are agreeable.

5.5.3. **Function**

5.5.3.1. Maintain the OAME/AOEM Web Site

5.5.3.2. Ensure that all information posted is accurate and conforms to OAME/AOEM policy.

5.5.3.3. Ensure that no advertising is associated with the web site.

5.5.3.4. Provide links to Web Sites of organizations and government bodies that provide information relevant to OAME/AOEM projects and interests.

5.5.3.5. Submit an annual budget to the Communications Committee.

5.5.3.6. Serve as a non-voting member of the Communications Committee. (See Terms of Reference: Communications Committee.)

5.5.4. **Expenses**

5.5.4.1. The Web Site Coordinator is to be reimbursed for all expenses related to the Web Site provided that they fall within the approved budget. Other expenses must be approved by the Finance Committee.

5.5.4.2. The Coordinator will receive an honoraria determined by the Finance Committee at their September meeting.

5.6. **National Council of Teachers of Mathematics Representative**

5.6.1. **Appointment**

5.6.1.1. The National Council of Teachers of Mathematics (NCTM) Representative will be an OAME/AOEM member appointed by the Executive Committee for a three-year renewable term where all parties are agreeable.

5.6.2. **Function**

5.6.2.1. Promote membership in NCTM.

5.6.2.2. Advertise NCTM activities.

5.6.2.3. Stimulate publicity for NCTM and the teaching of mathematics in Ontario.

5.6.2.4. Ensure that NCTM materials are available to members at the General Annual Conference and other OAME/AOEM activities as feasible.

5.6.2.5. Provide a resource list of NCTM materials showing costs in Canadian funds.

5.6.2.6. Receive and send orders for NCTM materials to NCTM.

5.6.2.7. Deal with problems customers may have with materials ordered from NCTM.

5.6.2.8. Serve as resource person from OAME/AOEM to NCTM.

5.6.2.9. Facilitate the exchange of ideas and interaction among affiliated groups in Canada as well as the United States.

5.6.2.10. Initiate discussion within OAME/AOEM about resolutions to the delegate assembly of NCTM.

5.6.2.11. The NCTM representative shall submit a column to the Ontario Mathematics Gazette outlining current trends and resources.

5.6.3. **Finances**

5.6.3.1. Expenses incurred in performing responsibilities may be charged against income from sales.

5.6.3.2. A financial report is to be submitted to the Executive Director(s) by August 15 each year including details of income, amount transferred to NCTM and itemized expenses. A cheque for the excess of income over expenses (less start-up funds for the following year) is to accompany the financial statement.

5.6.4. The arrangements with the NCTM are to be clarified so that the responsibilities of OAME and NCTM are outlined.

5.7. **Ontario Teachers Federation/Ministry of Education Subject Association Meeting (Curriculum Forum) Representative**

5.7.1. **Appointment**

5.7.1.1. The representative will be an OAME/AOEM Board member appointed by the President in consultation with the Executive for up to a three-year term. The term may be renewed.

5.7.2. **Function**

5.7.2.1. Attend meetings called by the OTF or affiliates for Subject/Special Interest Associations called by the OTF or the Ministry of Education.

5.7.2.2. Report on any business arising from such meetings that would be of interest to the OAME/AOEM Executive Committee or Board.
5.7.2.3. Serve as a resource person from OAME/AOEM to OTF.
5.7.2.4. Serve as a resource person to the Ministry of Education for subject associations meetings.
5.7.2.5. Serve as a resource person from OAME/AOEM to the other Subject/Special Interest Associations.

6. Conferences And Competitions

6.1. Annual Conference

6.1.1. Application

6.1.1.1. The sponsoring chapter shall submit an application to the Executive Committee which shall include all information as specified in the Conference Planner.
6.1.1.2. The general name of the Conference, which shall be "The -_____ Annual Conference of OAME/AOEM" in which the year that the conference is held is inserted in the blank, followed by the theme and accompanied by the OAME/AOEM logo.
6.1.1.3. The sponsoring chapter shall submit a detailed budget to the Executive Committee, using the financial template provided by OAME/AOEM, at least 13 months before the conference.

6.1.2. Function of the Planning Committee

6.1.2.1. Plan and run an OAME/AOEM Annual Conference in accordance with the Guidelines for OAME/AOEM Annual Conference Planning Committee.

6.1.3. Finances

6.1.3.1. See By-Laws 16 & 21

6.2. Ontario Mathematics Olympics

6.2.1. Application

6.2.1.1. The sponsoring chapter shall submit an application to the Executive Committee which shall include all information as specified in the OMO Planner.
6.2.1.2. The general name of the Conference which shall be "The Ontario Math Olympics_____ in which the year that the event is held is inserted in the blank, followed by the theme and accompanied by the OAME/AOEM logo.
6.2.1.3. The sponsoring chapter shall submit a detailed budget to the Executive Committee, using the financial template provided by OAME/AOEM, at least 13 months before the conference. The financial plan should include a statement regarding the disposition of any receipts after expenses.

6.2.2. Function of the Planning Committee

6.2.2.1. Plan and run an annual Ontario Mathematics Olympics in accordance with the Guidelines for The Ontario Mathematics Olympics.
6.2.2.2. Report to the Executive Committee and the Board of Directors regarding the plans for the Olympics.
6.2.2.3. Provide information to each Chapter to facilitate their running of regional competitions, and information regarding the provincial Olympics.

7. CHAPTER PROJECT GRANTS

7.1. Chapter Projects Eligible for Project Grants

7.1.1. Any undertaking by a chapter in good standing that supports achievement of the objectives of OAME/AOEM as stated in the constitution (excluding hosting an OMO or an Annual Conference) is eligible for a project grant.

7.2. Terms on which Chapter Project Grants are awarded:

7.2.1. Chapters must submit grant applications for the next financial year to the Executive Director(s) by the May 15.
7.2.2. Chapter Project grants for the next fiscal year will be ratified by the Board at the June Board Meeting.

7.2.3. Grant money must be applied to a specific project and is not transferable to other chapter projects or to a chapter's general funds.
7.2.4. All grant money will be returned to OAME/AOEM in the event of cancellation of the project or the rescheduling of the project to a time later than the end of current financial year.
7.2.5. Where there are fixed costs related to the cancellation of a project, these costs will be shared equally by both OAME/AOEM and the sponsoring chapter as long as OAME's share does not exceed the amount of the original grant to the Chapter.
7.2.6. If no chapters submit applications by May 15, a chapter may submit a late application by August 31. Such grants would be ratified at the October Board meeting.

7.3. Establishing the OAME/AOEM Annual Budget for Chapter Project Grants

7.3.1. Money budgeted by the board for chapter projects and not used within the current year will not be transferred to the next year's Chapter Project Grant budget.
7.3.2. Determining Whether a Chapter Project Application Qualifies for a Grant
7.3.2.1. The Finance Committee determines whether a project proposed by a Chapter qualifies for a grant using the following criteria:
7.3.2.1.1. The project application was received within the proper time frame.
7.3.2.1.2. The Chapter applying is in good standing.
7.3.2.1.3. The project supports achievement of the objectives of OAME/AOEM as stated in the OAME/AOEM constitution.
7.3.2.1.4. The project grant application is not related to hosting an OMO or an Annual Conference.
7.3.2.1.5. Project plans written are in sufficient detail to determine both the objectives of the project and the likelihood of its success.
7.3.2.1.6. The proposed budget identifies both expected sources of revenue and expected expenses.
7.3.2.1.7. The proposed budget is balanced.
7.3.3. Determining the amount of money allocated to Chapters applying for grants
7.3.3.1. The following criteria may be considered by the Finance Committee in allocating grants:
7.3.3.1.1. The number of Chapters applying for grants.
7.3.3.1.2. The ratio of project costs that will be borne by the Chapter applying.
7.3.3.1.3. The degree to which the proposed project can be viable with less than the total grant request.
7.3.3.1.4. The relative financial health of the chapter requesting the grant.
7.3.3.1.5. The proposed budget identifies both expected sources of revenue and expected expenses.
7.3.3.1.6. The proposed budget is balanced.
7.3.4. Establishing the Total Amount of Chapter Project Grants Available within the OAME/AOEM Annual Budget
7.3.5. The total grant money available for the next fiscal year will be established at the April Executive meeting.
7.3.6. If no requests are made, the Chapter Project Grant available within the OAME/AOEM Annual Budget will be zero.
7.3.7. If a late application is received, the total grant money will be established at the September executive meeting.
7.3.8. If the Finance Committee approves a late application, the application will be ratified at the October board meeting.
7.3.9. Within three months of the completion of the financially-supported activity a report will be submitted to the Executive Director(s) including:
7.3.9.1. A description of the event or project.
7.3.9.2. A full accounting of the revenue and expenses of the project. The documentation supporting the financial report must be retained by the chapter to the end of the fiscal year and must be provided to OAME/AOEM if an audit is requested by the Board.

8. GUIDELINES

The following provide further guidance for the operation of OAME/AOEM activities:

8.1. Guidelines for OAME/AOEM Annual Conference Planning Committee.
8.2. Guidelines for the Ontario Mathematics Olympics (OMO).
8.3. Guidelines for the OAME/AOEM Web Site.
8.4. Leadership Handbook.

9. AMENDMENTS

9.1. Amendments may be made to the Terms of Reference by a simple majority vote at any meeting of the Board of Directors.
9.2. Minor amendments to the Guidelines may be made by the committee responsible in consultation with the Executive Director(s).
9.3. Major amendments to the Guidelines may be made by a simple majority vote at any meeting of the Board of Directors.
9.4. Minor syntactical amendments to the By-Laws and Terms of Reference may be made by the Executive Directors.