

Ontario Association for Mathematics Education/Association ontarienne pour l'enseignement des mathématiques (OAME/AOEM)

Constitution, By-Laws and Terms of Reference

April 4, 2024

Constitution

Table of Contents

Article 1. Definitions

1.1. "OAME/AOEM"

1.2. "Chapter"

1.3. "Member"

1.4. "By-laws"

1.5. "Terms of Reference"

1.6. "Position paper"

1.7. "Executive Director(s)"

Article 2. Name

Article 3. Seal

Article 4. Mission Statement

Article 5. Vision

Article 6. Strategic Priorities

Article 7. Membership And Membership Fees

Article 8. Privacy

Article 9. Organization

9.1. Executive Committee

9.1.1. Voting Members

9.1.2. Non-Voting Members

9.2. Board of Directors Composition

9.2.1. Voting Members

9.2.2. Non-Voting Members

9.3. Committees

9.3.1. Standing Committees

9.4. Editor of the Ontario Mathematics Gazette

9.5. Editor of the Abacus

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

9.7. The OAME/AOEM Website Coordinator

Article 10. Chapters

Article 11. By-Laws

Article 12. Parliamentary Authority

Article 13. Amendments

Article 14. Dissolution, Profits And Unalterability

Constitution of the Ontario Association for Mathematics Education/Association ontarienne pour l'enseignement des mathématiques

Article 1: Definitions

In this Constitution:

1.1 "OAME/AOEM" shall mean the Ontario Association for Mathematics Education/Association ontarienne pour l'enseignement des mathématiques.

1.2 "Chapter" shall mean a chapter organization of OAME/AOEM as defined in Article 9: Organization of this Constitution.

1.3 "Member" shall mean any member of OAME/AOEM as defined in Article 7: Membership And Membership Fees, of this Constitution except where otherwise stated.

1.4 "By-Laws" 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.

1.5 "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.

1.6 "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.

1.7 "Executive Director(s)" shall mean the person or persons who hold that office in OAME/AOEM.

1.8 "Voting member" shall mean that the member has the right to move or second a motion and cast a vote when motions are called.

Article 2: Name

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

Article 3: Seal

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

Article 4: Mission Statement

The mission of OAME/AOEM is to promote, support, and advocate for excellence in mathematics education throughout the Province of Ontario.

Article 5: Vision

OAME/AOEM envisions an equitable mathematics education community in which everyone experiences high quality, research-informed, and engaging activities that promote critical thinking while fostering a positive attitude towards mathematics.

Article 6: Strategic Priorities

OAME/AOEM is committed to the following Strategic Priorities:

6.1 Promoting and advocating for equity in mathematics education.

6.2 Supporting all OAME members by providing value for membership, including quality professional learning, resources, and opportunities to network.

6.3 Advocating for high quality, research-informed practices while building a community to support mathematics education.

Article 7: Membership And Membership Fees

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

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

Article 8: Privacy

8.1 The OAME/AOEM does not provide lists of members or their information to third parties.

8.2 There are portions of the public sections of the website that collect web analytics but the information is generic and does not identify individuals.

Article 9: Organization

9.1 Executive Committee

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

9.1.1 Voting members as follows:

9.1.1.1 President (Chief Executive Officer)

9.1.1.2 President-Elect or Past-President

9.1.1.3 Two Vice-Presidents

9.1.2 Non-voting members as follows:

9.1.2.1 The Emeritus Executive Member (except in situations where a tie exists on an issue amongst the Executive).

9.1.2.2 Executive Director(s).

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

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

9.1.5 No person shall hold office if s/he is not a member of OAME/AOEM, and no member shall hold more than one Office at a time.

9.2 Board of Directors

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

9.2.1 Twenty-seven (27) voting members as follows:

9.2.1.1 All voting members of the Executive Committee.

9.2.1.2 One Director (referred to as Chapter Representative) representing each of the fifteen (15) recognized Chapters of OAME/AOEM., and

9.2.1.3 Three Directors (referred to as K-6 Representatives).

9.2.1.4 Three Directors (referred to as 7-12 Representatives).

9.2.1.5 One Director (referred to as College Representative).

9.2.1.6 One Director (referred to as University Representative).

9.2.1.7 From time to time, there may temporarily be fewer than twenty-seven (27) voting members due to extenuating circumstances.

9.2.2 Non-voting members as follows:

9.2.2.1 the Executive Director(s).

9.2.2.2 The Editor of the Ontario Mathematics Gazette

9.2.2.3 The Editor of the Abacus

9.2.2.4 The National Council of Teachers of Mathematics (NCTM) Representative

9.2.2.5 The OAME/AOEM Website Coordinator

9.2.2.6 The Emeritus Executive member.

9.2.3 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.

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

9.2.5 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.

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

9.2.7 No member of the Board of Directors shall hold more than one position in the Organization at a time.

9.3 Committees

9.3.1 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.

9.3.2 Standing Committees shall be responsible to the Executive Committee.

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

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

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

9.3.6 Members of Standing Committees and Special Committees must be members of OAME/AOEM.

9.3.7 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.

9.4 Editor of the Ontario Mathematics Gazette

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

9.5 Editor of the Abacus

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

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

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

9.7 The OAME/AOEM Website Coordinator.

The OAME/AOEM Website Coordinator shall be appointed by the Board of Directors.

Article 10: Chapters

A Chapter is a group of OAME/AOEM members who:

10.1 Organize and act in harmony with the Mission, Vision and Strategic Priorities of OAME/AOEM, and

10.2 Fulfill the responsibilities of Chapters in the manner prescribed by the By-Laws, and

10.3 Upon application, is 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 11: By-Laws

The Board of Directors of OAME/AOEM shall establish By-Laws consistent with the Constitution concerning:

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

11.2 The formation of Chapters.

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

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

11.5 The procedure for the establishment, amendment or rescission of Terms of Reference.

11.6 The procedure for the establishment, amendment or rescission of Position Papers.

11.7 The establishment of special funds in conformity with the Mission, Vision and Strategic Priorities of OAME/AOEM.

11.8 The investment of funds.

11.9 The appointment of auditors.

11.10 All other matters as are deemed necessary or convenient for the conduct of the business of OAME/AOEM.

11.11 The Board of Directors of OAME/AOEM may modify a By-Law provided that the modification is consistent with the Constitution or existing By-Laws.

Article 12: Parliamentary Authority

The rules contained in Robert's Rules of Order shall govern OAME/AOEM in all cases where they are consistent with the By-Laws and any special rules of order OAME/AOEM may adopt.

Article 13: Amendments

Amendments to this Constitution may be made at the Annual General Meeting of OAME/AOEM by a two-thirds vote of the members qualified to vote, present and voting, provided that:

13.1 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

13.2 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

13.3 Notice shall have been given in writing to all members at least two weeks prior to the Annual General Meeting.

Article 14: Dissolution, Profits And Unalterability

14.1 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.

14.2 The mission of OAME/AOEM shall be carried out without financial gain for its members.

14.3 Article 12 of this constitution is unalterable in accordance with the Ontario Corporations Act.

By-Laws

Table of Contents

By-Law 1: Quorum

By-Law 2: Meetings

By-Law 3: Attendance of Officers

By-Law 4: Attendance of Directors

By-Law 5: Membership

By-Law 6: OAME/AOEM Chapters In Good Standing

By-Law 7: Chapter Affiliation and Grants

By-Law 8: Affiliation with National Council of Teachers of Mathematics (NCTM)

By-Law 9: Terms of Office of Officers

By-Law 10: Terms of Office of Directors

By-Law 11: Standing Committees

By-Law 12: Nominations/Election Committee

By-Law 13: Nominations/Elections

By-Law 14: Duties and Responsibilities of the Executive Committee (Officers)

By-Law 15: Duties and Responsibilities of the Board of Directors

By-Law 16: Committee Responsibilities

By-Law 17: Sources of Funds

By-Law 18: Budget

By-Law 19: Expense Policy

By-Law 20: Fees for the Executive Director(s)

By-Law 21: Fiscal Year

By-Law 22: Annual Conference

By-Law 23: Scholarships and Awards

By-Law 24: Amendments to the By-Laws

By-Law 25: Distribution of By-Laws

By-Law 26: Creating a New Chapter Out of an Existing Chapter

By-Law 27: The Amalgamation of Existing Chapters

By-Law 28: The Dissolution of a Chapter

By-Laws of the Ontario Association for Mathematics Education/Association ontarienne pour l'enseignement des mathématiques

By-Law 1: Quorum

1.1 A quorum for a meeting of the Executive Committee shall be three voting members of the Executive Committee.

1.2 A quorum for a meeting of the Board of Directors shall be fourteen (14) 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 of OAME/AOEM 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 of Directors shall meet three or four times per year as determined by the Executive Committee. Special meetings of the Board of Directors 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 at least five times per year, including a strategic planning session prior to the beginning of the new Board year. Additional meetings can be held at the call of the President.

2.5 Committees of the Board and/or the Executive Committee shall meet prior to or at the Board of Directors' meeting. Additional meetings would occur as their function requires. Their progress should be reported to the Executive Director(s) and will be included in the agenda and/or minutes for the Board of Directors meeting.

2.6 The dates for scheduled meetings of the Executive Committee and the Board of Directors for the upcoming year shall be determined by the Executive Committee, and announced no later than the last meeting of the Board of Directors.

2.7 Only members of the Executive Committee shall attend Executive Committee meetings, unless invited by the Executive Committee.

2.8 Only members of the Board of Directors shall attend a meeting of the Board of Directors, unless invited by the Executive Committee.

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 the duration of their term.

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 At the direction of the Executive Committee, 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/their 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 absent 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 of Directors 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 At the direction of the Executive Committee, 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 absent 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 Members, 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

A chapter is deemed to be “in good standing” when:

6.1 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:

6.2 A slate of officers, which shall include the President, Treasurer, Chapter 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).

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

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

6.5 Each chapter shall determine a unique name and/or designation to identify themselves and shall immediately advise the Executive Director(s) of any changes to their name and/or designation.

6.6 The Chapter Representative or designate has represented the chapter at five of the past six scheduled meetings of the Board of Directors.

6.7 The Executive Committee shall report a list of Chapters in Good Standing to the Board of Directors and to the membership at the Annual General Meeting.

By-Law 7: Chapter Affiliation and Grants

7.1 Members of chapters are encouraged but not required to be members of OAME/AOEM, (unless they are serving on the Chapter Executive).

7.2 Each individual member of OAME/AOEM may designate one and only one chapter as that member's primary 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” (as per 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 (of up to $5000) to be used for a project with a specific purpose. The "Grant Application" form is available upon request from the Chair of the Finance Committee. The Grant application can be requested at any time in the year. The Finance Committee will make a

recommendation to the Executive Committee to accept or reject an application. The Executive Committee will present the accepted grant application to the Board of Directors for awarding or denial of the grant. Within three months of completion, a report of the project must be submitted to the Executive Director(s). The total sum of the Grant Money available will be recommended annually by the Finance Committee (at the Summer Executive Meeting) 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.

7.8 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 the President-Elect, and a second Board Member as delegate(s) to the annual meeting of the NCTM delegates.

By-Law 9: Terms of Office of Officers

9.1 The term of office for the President shall be two years. The President shall serve as President-Elect for one year prior to his/her presidency and for one year as Past-President after his/her term as President. The term for the President-Elect begins on September 1 following the election at which the election of the Officer is announced.

9.2 The term of office of each of the Vice-Presidents shall be two years. In each case, the term begins on September 1 following the election at which the election of the Officer is announced.

9.3 In order to preserve continuity, the Executive may assign a term of office less than two 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 two 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 fills the position with the longest term and continues in descending order to fill the remaining positions.

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, or may choose to leave the position vacant for the remainder of the term.

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 An Emeritus Executive member shall be appointed by the Executive Committee for a two-year term.

9.8 In the event that an Officer is temporarily unable to carry out their duties, the Executive Committee may appoint an interim replacement.

By-Law 10: Terms of Office of Directors

10.1 The term of office for each elected position on the Board of Directors shall be three years, beginning on September 1 following the end of the OAME/AOEM fiscal year in which the election was held.

10.2 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 choose to leave the position vacant for the remainder of the term.

10.2.1 An Ad-Hoc Vacancy Committee shall be struck at the beginning of every OAME/AOEM year consisting of The Emeritus, and two other members of the board of directors. The purpose is to be proactive when a vacancy occurs.

10.3 In the event that a Director is temporarily unable to carry out his or her duties, the Executive Committee may appoint an interim replacement.

By-Law 11: Board Committees (trial for 2023-24)

11.1 There shall be the following Standing Committees:

11.1.1 Communications Committee

11.1.2 Curriculum Committee

11.1.3 Document Management Committee

11.1.4 Outreach Committee

11.1.5 Finance Committee

11.1.6 Nominations/Election Committee

11.2 There shall be the following Special Committees

11.2.1 Advocacy Committee

11.2.2 Strategic Planning and Renewal Committee (SPaRC)

By-Law 12: Nominations/Election Committee

12.1 The Nominations/Election Committee will consist of three people: the Emeritus Executive member and the Executive Director who is also a member of SPaRC, and one other member of OAME/AOEM appointed by the Emeritus Executive member, subject to the approval of the Executive Committee.

12.2 The Committee shall be responsible for carrying out the duties including dates and deadlines outlined in the Elections Planner and in the ToR 9 Specific Terms of Reference - Nominations/Election Committee.

By-Law 13: Nominations/Elections

13.1 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 March 31 is eligible to vote.

13.2 OAME/AOEM elections will follow the principles of instant runoff voting.

13.3 The Chair of the Nominations/Election 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, and other forms of electronic communication) of the voting period for the election.

13.4 The Nominations/Election Committee Chair shall ensure that the OAME/AOEM Website Coordinator provides the following safeguards:

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

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

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

13.5 The Chair of the Nominations/Election Committee will have access to an election report containing the following information:

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

13.5.2 The total number of votes for each candidate.

13.5.3 A record of each ballot cast identified only by the "Voter Registration Number".

13.6 Any OAME/AOEM member may be nominated for any open position.

13.7 OAME/AOEM members running for Director will declare their intent to represent one of the following based on their personal experience, expertise and interests:

- Grades JK-6
- Grades 7-12
- Colleges
- Universities

13.8 A Director appointed for reasons outlined in By-Law 10 will be replaced by someone with similar experience and expertise (ie. grade JK-6 or grade 7-12 or College or University).

13.9 When presented with more than one candidate for any position, members will rank their preferences from 1 through to the number of candidates. However, a non-ranking of any candidate(s) is a possible option for voting.

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

13.11 Any member contesting an election result may petition the Chair of the Strategic Planning and Renewal Committee in writing or via email to convene an ad-hoc election appeal committee, comprised of the following individuals: the Chair of the Strategic Planning and Renewal Committee, the OAME/AOEM Website Coordinator, an Executive Director(s) and the Chair of the Nominations/Election Committee. This Ad-Hoc Committee will be responsible for:

13.11.1 Reviewing the election and results, and

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

13.12 Positions shall be decided in the following order:

13.12.1 President-Elect

13.12.2 Vice-President

13.12.3 Director

13.13 Successful candidates shall be elected by majority. When there are more than two candidates, the candidate with the fewest number of votes shall be removed from consideration. Each vote for the unsuccessful candidate shall be re-allocated to the candidate representing the voter's next choice of candidates remaining on the ballot. This process shall continue until one candidate has a majority.

13.14 If applicable, the name of the successful candidate for President-Elect will be deleted from the list of nominees for Vice President and 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 Directors before tallying of votes commences for those positions. The votes of members who may have selected the candidate who was successful in a previously-decided position shall have their votes re-allocated to the voter's next choice of candidates remaining on the ballot when this happens.

13.15 The results of the election will be relayed by telephone or electronic mail by the Chair of the Nominations/Election Committee to the President and the Executive Director(s).

13.16 The President or designate will inform all candidates and nominees for the Executive Committee by confirmed electronic mail or directly by telephone and follow-up letters.

13.17 The Chair of the Nominations/Election Committee or designate will inform all candidates for Directors by confirmed electronic mail or directly by telephone and follow-up letters.

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

13.19 The Chair of the Nominations/Election Committee shall seek approval from the membership attending the Annual General Meeting to remove electronic results of the election from the OAME/AOEM website.

By-Law 14: Duties and Responsibilities of the Executive Committee (Officers)

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

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

14.3 The duties of the Executive Committee shall be to:

14.3.1 Promote the mission, vision and strategic priorities of the organization.

14.3.2 Represent the interests of the membership.

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

14.3.4 Ensure that policies established by the Board of Directors and/or the membership in attendance at the Annual General Meeting be implemented.

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

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

By-Law 15: Duties and Responsibilities of the Board of Directors

15.1 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.

15.2 The duties of the Board of Directors shall be to:

15.2.1 Promote the mission, vision and strategic priorities of the organization.

15.2.2 Represent the interests of the membership.

15.2.3 Attend the regular Board of Directors meetings.

15.2.4 Serve on OAME/AOEM committees.

By-Law 16: Committee Responsibilities

16.1 Each committee, whether Standing Committee or Special Committee, will consist of a Chair who is a member of the Board of Directors, an Executive Committee member as liaison, and a number of additional members at large.

16.2 Each newly created Special 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.

16.3 Each committee is to act in accordance with its Terms of Reference.

16.4 Each committee is to keep considerations of equity in mind in all of their deliberations.

16.5 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.

16.6 Each committee will present a written 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.

16.7 Any action items in committee reports shall be presented as written motions for approval by the Board of Directors.

By-Law 17: Sources of Funds

17.1 The following constitute regular sources of funds for OAME/AOEM:

17.1.1 Membership Fees.

17.1.2 Professional Development Fee of $35.00 per paid delegate to the Annual OAME/AOEM Conference and prorated for partial attendance.

17.1.2.1 In the event that the conference is virtual, the Professional Development Fee will be $5.00 per paid delegate.

17.1.3 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.

17.2 The following constitute some other possible sources of funds:

17.2.1 Sales of OAME/AOEM materials conducted according to the rules set down by OAME/AOEM.

17.2.2 Sales of NCTM materials conducted according to the rules set down by NCTM.

17.2.3 Charitable donations received according to the rules of Canada Revenue Agency.

By-Law 18: Budget

A proposed budget for the coming fiscal year shall be submitted by the Finance Committee (at the Summer Executive Meeting) to the Executive Committee. The Executive Committee shall review the proposed budget for presentation at the first meeting of the Board of Directors (after the end of the fiscal year) and then present it for approval by the Board. Note: the Honorariums should be set at the June Board meeting, to take effect September 1st.

By-Law 19: Expense Policy

19.1 Expenses of the President while performing the responsibilities of the presidency shall be reimbursed.

19.2 Expenses of the Executive Director(s) when on OAME/AOEM business shall be reimbursed.

19.3 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.

19.4 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 20: Honorarium for the Executive Director(s)

The honorarium for the Executive Director(s) is 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 21: Fiscal Year

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 22: Annual Conference

22.1 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.

22.2 Any chapter may submit an application to host an Annual Conference.

22.3 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.

22.4 In the event that no applications are submitted by a chapter, then twenty-six months before a conference (ie: at the March Board Meeting), the Board of Directors will assume responsibility for the Annual Conference.

22.5 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.

22.6 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:

22.6.1 Provide regular reports to the Executive Committee regarding the progress of the Annual Conference Planning Committee,

22.6.2 Forward questions from the Annual Conference Planning Committee to the Executive Committee,

22.6.3 Communicate feedback from the Executive Committee to the Annual Conference Planning Committee whenever necessary,

22.6.4 Provide written reminders to the Annual Conference Planning Committee regarding critical dates and reports and documentation due.

22.7 If a net loss is incurred in conducting the OAME/AOEM Annual Conference, OAME/AOEM will bear that loss unless:

22.7.1 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

22.7.2 The Conference Committee was negligent in the performance of their duties.

22.8 Acts of negligence may include but are not restricted to, the misappropriation of funds, the careless handling of funds, or careless business practices.

22.9 The organizing committee shall be known as the "<insert year> 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.

22.10 Within two years of the conference date, the Annual Conference Planning Committee:

22.10.1 May be advanced $15 000 by the Executive Director(s) after the Annual Conference Planning Committee has submitted a request which includes:

22.10.1.1 The list of signing officers.

22.10.1.2 The details of the opening of a bank account.

22.10.1.3 A detailed budget using the OAME/AOEM financial template.

22.10.2 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.

22.11 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.

22.12 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.

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

22.14 Any chapter(s) hosting the annual conference receive a minimum profit of $10,000 and OAME/AOEM should receive a minimum of $10,000 with any shortfall taken from the Conference Shortfall Reserve Fund.

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

By-Law 23: Scholarships and Awards

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 24: Amendments to the By-Laws

24.1 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.

24.2 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 25: Distribution of By-Laws

The Executive Director(s) will supply each member of the Board of Directors with an electronic copy of the Constitution, By-Laws and Terms of Reference. 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 26: Creating a New Chapter Out of an Existing Chapter

26.1 Demonstrating a Consensus to Subdivide a Chapter

A request to create one or more chapters from an existing Chapter will be entertained once the following criteria are met:

26.1.1 A written request is presented to the Executive Committee of OAME/AOEM containing the following:

26.1.1.1 A signed petition or an electronic version thereof containing the names of at least one-half of the members of the original Chapter.

26.1.1.2 Letter(s) of intent indicating that the present Executive of the Chapter are in favour of, or opposed to, subdividing the Chapter.

26.1.1.3 A rationale for subdividing the Chapter.

26.1.1.4 The new Chapter shall determine a unique designation to identify themselves and shall immediately advise the Executive Directors of any changes to their name.

26.2 Granting Permission to Proceed

The Executive Committee of OAME/AOEM may either:

26.2.1 Grant permission for the Chapter to continue to explore subdividing; or,

26.2.2 Refer the question to the Board of Directors of OAME/AOEM.

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 name of the Chapter

26.3.2 The geographical/political boundaries of the new territories.

26.3.3 The names of an interim Executive for each of the new territories.

26.3.4 The new Chapter shall determine a unique designation to identify themselves and shall immediately advise the Executive Directors of any changes to their name.

26.3.5 Financial statements showing the distribution of assets and the payment of any outstanding debt.

26.3.6 The arrangements made to include all existing Chapter members in a vote that:

26.3.6.1 Indicates a clear question regarding the subdivision of the existing Chapter.

26.3.6.2 Election details including the prior notice given to Chapter members of an impending vote

26.3.6.3 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 Chapter(s).

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, as needed.

26.5.5 Direct SPaRC to ensure that the Constitution, By-Laws, and Terms of Reference are adjusted, as needed.

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.

27.2 Granting Permission to Proceed

The Executive Committee of OAME/AOEM may either:

27.2.1 Grant permission for the Chapters to continue the amalgamation process, or

27.2.2 Refer the question to the Board of Directors of OAME/AOEM.

27.3 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:

27.3.1 The name of the new Chapter.

27.3.2 The geographical/political boundaries of the new territory.

27.3.3 The names of the new Executive for the amalgamating chapters

27.3.4 Financial statements showing the distribution of assets and the payment of any outstanding debt.

27.3.5 The arrangements made to include all existing Chapter members in a vote that:

27.3.5.1 Indicates a clear question regarding the amalgamation of two existing Chapters.

27.3.5.2 Election details including the prior notice given to Chapter members of an impending vote

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

27.4 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.

27.5 Administrative Changes

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

27.5.1 Adjust insurance coverage to include the new chapter.

27.5.2 Correct the membership brochure.

27.5.3 Make appropriate changes to the OAME/AOEM website.

27.5.4 Update the list of the Chapter Representatives.

27.5.5 Adjust the composition of the Board of Directors, as needed.

27.5.6 Direct SPaRC to ensure that the Constitution, By-Laws, and Terms of Reference are adjusted, as needed.

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 of OAME/AOEM 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 of OAME/AOEM.

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 vote 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, as needed.

28.5.7 Direct SPaRC to ensure that the Constitution, By-Laws, and Terms of Reference are adjusted, as needed.

Terms of Reference

Table of Contents

ToR 1: Officers and Directors

- 1.1 President
- 1.2 Past-President
- 1.3 President-Elect
- 1.4 Vice Presidents
- 1.5 Executive Director(s)
- 1.6 Emeritus Executive Member
- 1.7 Directors
- 1.8 Chapter Representatives

ToR 2: Expenses of Officers and Directors

ToR 3: Committees

- 3.1 Executive Liaison
- 3.2 Appointment of Committee Chairs
- 3.3 Duties of Committee Chairs

ToR 4: Specific Terms of Reference - Communications Committee

ToR 5: Specific Terms of Reference - Curriculum Committee

ToR 6: Specific Terms of Reference - Executive Committee

ToR 7: Specific Terms of Reference - Finance Committee

ToR 8: Specific Terms of Reference - Leadership Conference Committee

ToR 9: Specific Terms of Reference - Nominations/Election Committee

ToR 10: Specific Terms of Reference - Outreach Committee (Futures and OAME/AOEM Awards functions)

ToR 11: Specific Terms of Reference - Strategic Planning And Renewal Committee

ToR 12: Executive Director(s)

ToR 13: Editor of the Ontario Mathematics Gazette

ToR 14: Editor of the Abacus

ToR 15: Advertising Manager

ToR 16: OAME/AOEM Website Coordinator

ToR 17: National Council of Teachers of Mathematics Representative

ToR 18: Ontario Teachers Federation (Curriculum Forum) Representative

ToR 19: Conferences And Competitions

19.1 Annual Conference

ToR 20: Chapter Project Grants

ToR 21: Guidelines

ToR 22: Amendments

Terms of Reference of the Ontario Association for Mathematics Education/Association ontarienne pour l'enseignement des mathématiques

ToR 1: Officers And Directors

ToR 1.1: President

The duties of the President shall be to:

ToR 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.

ToR 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.

ToR 1.1.3: In consultation with the Executive Committee, appoint or arrange for the appointment of chairs of all committees in consultation with the Executive Committee.

ToR 1.1.4: In consultation with the Executive Committee, designate committee members, taking into account their interest, where possible, as expressed in the annual Executive Director's letter to prospective Board Members, in consultation with the Executive Committee.

ToR 1.1.5: In consultation with the Executive Committee, appoint OAME/AOEM representatives as may be requested by other organizations and the ministry excluding those covered under Positions Within the Organization.

ToR 1.1.6: Chair the Leadership Conference Committee in the first year of their presidency.

ToR 1.1.7: Plan the Leadership Conference that takes place during the second year of their presidency.

ToR 1.1.8: In consultation with the Executive Committee, plan the Annual General Meeting.

ToR 1.1.9: Co-Chair the Annual General Meeting with the Executive Director(s). In the absence of the Executive Director(s), the President would co-chair with the Emeritus Executive Member.

ToR 1.1.10: Act as ex-officio member of all committees and liaise with committees as assigned.

ToR 1.1.11: Fulfill the duties outlined in By-Law 14: Duties and Responsibilities of the Executive Committee.

ToR 1.1.12: 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.

ToR 1.2: Past-President

The duties of the Past-President shall be to:

ToR 1.2.1: Liaise with committees as assigned.

ToR 1.2.2: Fulfill duties as outlined in By-Law 14: Duties and Responsibilities of the Executive Committee.

ToR 1.2.3: 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.

ToR 1.3: President-Elect

The duties of the President-Elect shall be to:

ToR 1.3.1: Plan the Leadership Conference and Chair which they will chair the Leadership Conference Committee of the conference that will take place in the first year of their Presidency.

ToR 1.3.2: Assume the role of President when required.

ToR 1.3.3: Liaise with committees as assigned.

ToR 1.3.4: Fulfill duties as outlined in By-Law 14: Duties and Responsibilities of the Executive Committee.

ToR 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.

ToR 1.4: Vice Presidents

The duties of the Vice Presidents shall be to:

ToR 1.4.1: Support the President.

ToR 1.4.2: Liaise with committees as assigned.

ToR 1.4.3: Fulfill duties as assigned by the President and/or the Executive Committee and as outlined in By-Law 14: Duties and Responsibilities of the Executive Committee.

ToR 1.4.4: 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.

ToR 1.5: Executive Director(s)

The duties of the Executive Director(s) shall be to:

ToR 1.5.1: Fulfill duties as outlined in By-Law 14: Duties and Responsibilities of the Executive Committee and By-Law 15: Duties and Responsibilities of the Board of Directors.

ToR 1.5.2: Fulfill functions as outlined in ToR 12 Executive Director(s).

ToR 1.6: Emeritus Executive Member

The duties of the Emeritus Executive Member shall be to:

ToR 1.6.1: Serve as the Executive Liaison with the Strategic Planning and Renewal Committee.

ToR 1.6.2: Provide a historical perspective for all matters before the Executive and the Board.

ToR 1.6.3: Cast a vote on any issues where there is a deadlock amongst the Executive.

ToR 1.6.4: Chair the Nominations/Elections Committee each year.

ToR 1.6.5: Chair the Ad-Hoc Director Vacancy Committee.

ToR 1.6.6: Fulfill duties as outlined in By-Law 14: Duties and Responsibilities of the Executive Committee.

ToR 1.6.7: Refer to the Critical Path document for their role and forward recommended changes to the Executive Director(s) by the conclusion of the June Board Meeting.

ToR 1.7: Directors

The duties of the Directors shall be to:

ToR 1.7.1: Serve on committees as assigned.

ToR 1.7.2: Fulfill duties as outlined in By-Law 15: Duties and Responsibilities of the Board of Directors.

ToR 1.7.3: Fulfill duties as assigned by the President and/or the Executive Committee.

ToR 1.7.4: 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.

ToR 1.8: Chapter Representatives

The duties of Chapter Representatives shall be to:

ToR 1.8.1: Bring written reports, including Chapter Grant reports, from their Chapters to meetings of the Board of Directors and report Board activities to their Chapter.

ToR 1.8.2: Promote OAME/AOEM membership and its activities.

ToR 1.8.3: Ensure that their Chapter submits an annual report as stipulated in By-Law 6: OAME/AOEM Chapters in Good Standing.

ToR 1.8.4: Respond to requests for action, feedback, or information from the Executive Committee or the Board of Directors.

ToR 1.8.5: Ensure that, if their Chapter is applying for a Chapter Project Grant, the application is submitted to the Executive Director(s) by May 15.

ToR 1.8.6: Serve on committees as assigned.

ToR 1.8.7: Fulfill duties as outlined in By-Law 15: Duties and Responsibilities of the Board of Directors.

ToR 1.8.8: Fulfill duties as assigned by the President and/or the Executive Committee.

ToR 1.8.9: 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.

ToR 2: Expenses of Officers and Director(s)

In consultation with the travelling Board member, Pre-Approved Expenses (such as trains, taxis and meals) shall be reimbursed for Officers and Directors attending Board of Directors and/or Executive Committee meetings, or while conducting pre-approved OAME/AOEM business, as follows:

ToR 2.1: Travel expenses by car shall be reimbursed at the current rate determined by the Finance Committee.

ToR 2.2: All air travel pertaining to OAME business shall be booked by the Executive Director(s).

ToR 2.2.1: The Executive Director(s) will contact the board members six weeks in advance to determine the best times to fly.

ToR 2.3: 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.

ToR 2.4: Other expenses will be reimbursed according to the current OAME/AOEM guidelines established each year by the Finance Committee.

ToR 3: Committees

ToR 3.1: Executive Liaison: Each committee is to have an Executive Liaison appointed by the President in consultation with the Executive Committee. The Executive Liaison is to be a conduit for carrying information from the Executive Committee to the committee and vice versa.

ToR 3.2: Appointment of Committee Chairs: Each committee is to have a chair appointed by the President in consultation with the Executive Committee.

ToR 3.3: Duties of Committee Chairs

ToR 3.3.1: In collaboration with the Executive Liaison, prepare an agenda, which includes place and time of meeting, circulate it in advance of the upcoming meeting to committee members, and Executive members.

ToR 3.3.2: A copy of the agenda should be sent to other committee chairs.

ToR 3.3.3: Arrange that a committee member take minutes.

ToR 3.3.4: Preside at committee meetings.

ToR 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.

ToR 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.

ToR 3.3.7: Submit approved committee expenses to the Executive Director(s) for payment.

ToR 3.3.8: Once the annual budget has been approved by the Board of Directors at the October Board Meeting, if additional funds are required, then a proposal requiring funding must be submitted to the Finance Committee for consideration from the “Reserve Fund”. (see ToR 7)

ToR 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.

ToR 3.3.10: Bring to the attention of the Board or the 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.

ToR 3.3.11: Keep considerations of equity foremost in all deliberations.

ToR 3.3.12: Observe the stipulations listed in the Constitution Article 9.3 Committees, By-Law 11: Standing Committees, and By-Law 16: Committee Responsibilities.

ToR 3.4: All members of a Standing or Ad-Hoc Committee shall be voting members for that committee, subject to the usual conflict of interest considerations. Voting members will have the right to move and second motions, and cast a vote in decisions.

ToR 4: Specific Terms of Reference for the Communications Committee

ToR 4.1: Membership

ToR 4.1.1: A Chair

ToR 4.1.2: An Executive Liaison and

ToR 4.1.3: At least one other member of the Board who is/are not listed above.

ToR 4.1.4: The Editor(s) of the Ontario Mathematics Gazette.

ToR 4.1.5: The Editor(s) of the Abacus.

ToR 4.1.6: The Advertising Manager, and

ToR 4.1.7: The OAME/AOEM Website Coordinator.

ToR 4.2: Function

Enhance and promote mathematics throughout the Province of Ontario by means of:

ToR 4.2.1: Promoting membership in OAME/AOEM in cooperation with the Executive Director(s).

ToR 4.2.2: Promoting math within the community.

ToR 4.3: Duties

ToR 4.3.1: Review and propose revisions, as required, to ToR 13 - Editor of the Ontario Mathematics Gazette, to ToR 14 - Editor of the Abacus, to ToR 15 - Advertising Manager and to ToR 16 - OAME/AOEM Website Coordinator.

ToR 4.3.2: Review a proposed annual budget for the Ontario Mathematics Gazette, the Abacus and the OAME/AOEM website, and honoraria given to the OAME/AOEM Website Coordinator etc, and submit to the Finance Committee by the end of the June Board Meeting.

ToR 4.3.3: Assist the editors of OAME/AOEM publications in producing the best possible product within the framework of the guidelines and financial restrictions.

ToR 4.3.4: Encourage submission of articles to the editors and relevant information to the OAME/AOEM Website Coordinator.

ToR 4.3.5: 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.

ToR 4.3.6: 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 website when required, and make recommendations of suitable candidates to the Executive Committee, and with their approval, to the Board of Directors for final approval.

ToR 4.3.7: Keep considerations of equity foremost in all deliberations.

ToR 4.4: Privacy

ToR 4.4.1: The OAME/AOEM does not provide lists of members or membership information to third parties.

ToR 4.4.2: We do not sell advertising on the OAME/AOEM website or any other social media platforms and do not distribute advertising to members by email (except as included in the Gazette and Abacus).

ToR 4.4.3: The Math Conference Information System (MCIS) is a secure website and credit card information is not collected and it is not stored.

ToR 4.4.4: Credit card payments are processed using a secure third party (IATS) and are subject to their privacy policy.

ToR 4.4.5: There are portions of the public sections of the OAME/AOEM website that collect web analytics but the information is generic and does not identify individuals.

ToR 5: Specific Terms of Reference for the Curriculum Committee

ToR 5.1: Membership

ToR 5.1.1: A Chair,

ToR 5.1.2: An Executive Liaison and,

ToR 5.1.3: A number of other members as deemed necessary.

ToR 5.2: Function

ToR 5.2.1: Consider OAME/AOEM initiatives and projects related to the Mathematics curriculum.

ToR 5.2.2: Facilitate exemplary mathematics programs in Ontario.

ToR 5.2.3: Keep considerations of equity foremost in all deliberations.

ToR 5.3: Curriculum/Policy Sub-Committees

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

ToR 6: Specific Terms of Reference for the Executive Committee

ToR 6.1: Membership

ToR 6.1.1: The President as Chair.

ToR 6.1.2: The Past-President or President-Elect.

ToR 6.1.3: Vice-Presidents

ToR 6.1.4: The Executive Director(s) as non-voting members.

ToR 6.1.5: The Emeritus Executive member as a non-voting member.

ToR 6.2: Function

ToR 6.2.1: See By-Law 14: Duties and Responsibilities of the Executive Committee .

ToR 6.2.2: In the second year of the President's term, the Executive Committee will be responsible for organizing the Leadership Conference.

ToR 6.2.3: Liaise with the Ministry of Education and monitor developments from the Ministry that have an impact on mathematics education in Ontario.

ToR 7: Specific Terms of Reference for the Finance Committee

ToR 7.1: Membership

ToR 7.1.1: The Executive Director(s) as Chair. The Executive Director(s) is/are a non-voting member(s). When a tie exists, the Executive Director(s) cast the deciding vote.

ToR 7.1.2: The Past President or President-Elect.

ToR 7.1.3: The President, and

ToR 7.1.4: The Vice-Presidents.

ToR 7.2: Function

ToR 7.2.1: Monitor the financial status of OAME/AOEM.

ToR 7.2.2: Prepare the annual budget for Executive Committee and Board approval including the percentage reimbursed to Chapters, as per By-Law 7.4.

ToR 7.2.3: Review and make recommendations by the Summer Executive Meeting regarding expenses, as per By-Law 19: Expense Policy and ToR 2 Expenses of Officers and Directors.

ToR 7.2.4: Review and make recommendations by the Summer Executive Meeting regarding membership fees, as per By-Law 5.2.

ToR 7.2.5: Make recommendations to the Executive Committee and then to the Board regarding expenditures which may set financial precedents.

ToR 7.2.6: Establish guidelines for amounts to be spent re: gifts, donations, etc.

ToR 7.2.7: Make recommendations to the Executive Committee and Board regarding proposed expenditures outside of the approved budget.

ToR 7.2.8: Make recommendations to the Executive Committee regarding working capital, savings, and investments.

ToR 7.2.9: Review lists of cheques issued and financial statements prior to submission to the Executive Committee and the Board.

ToR 7.2.10: Submit the lists of cheques issued and the financial statements to the Executive Committee at the Executive Meetings.

ToR 7.2.11: Share the financial statements with the Board of Directors at Board Meetings.

ToR 8: Specific Terms of Reference for the Leadership Conference Committee

ToR 8.1: Membership

ToR 8.1.1: The Chair of the Leadership Conference Committee will select Committee members from members of the Executive Committee.In the years when there is a President-Elect, membership on the Leadership Conference Committee will consist of the President-Elect as Chair, and the Executive Director(s).

ToR 8.1.2: In the years when there is not a President-Elect, all members of the Executive Committee shall be members of the Leadership Conference Committee, with the President as Chair.

ToR 8.1.3: The Chair will act as Executive Liaison.

ToR 8.2: Function

ToR 8.2.1: Plan and conduct an annual Leadership Conference following the Guidelines for Leadership Conferences.

ToR 9: Specific Terms of Reference for the Nominations/Election Committee

ToR 9.1: Membership

ToR 9.1.1: The committee will have three members. The Emeritus Executive member will chair the committee, and one of the Executive Directors will serve on the committee. The Emeritus Executive member will choose a third member.

ToR 9.2: Function

ToR 9.2.1: Refer to the Nominations/Election Planner for all details pertaining to the Nominations/Election.

ToR 9.2.2: Solicit nominations as needed for candidates for the positions of: President-Elect, Vice Presidents and Directors through the last issue of the Gazette in the calendar year. Nominees and Nominators must be members in good standing of OAME/AOEM.

ToR 9.2.3: 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.

ToR 9.2.4: Receive nominations for all elected positions up to the January Executive Meeting, on which date nominations shall be closed.

ToR 9.2.5: Endeavour to secure sufficient nominations so as to ensure an election for each elected position.

ToR 9.2.5.1: The Nominations/Election Committee Chair 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.

ToR 9.2.5.2: The Nominations/Election Committee Chair 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.

ToR 9.2.6: 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.

ToR 9.2.7: Inform all candidates of the expectations required of them as members of the Board of Directors, as per By-Law 15: Duties and Responsibilities of the Board of Directors and By-Law 4: Attendance of Directors.

ToR 9.2.8: Ask each nominee to provide a curriculum vitae of one hundred and fifty (150) words or less and may include:

ToR 9.2.8.1: Present position.

ToR 9.2.8.2: Education.

ToR 9.2.8.3: Activities in mathematics education.

ToR 9.2.8.4: Other activities in education.

and, the Committee reserves the right to reduce the length of the vitae for publication.

ToR 9.2.9: Where the number of nominated candidates for a given position is less than or equal to the number of vacancies, those candidates nominated will be

acclaimed to that/those position(s) at the beginning of the Executive meeting in January.

ToR 9.2.10: At the beginning of the Executive meeting in January, if there are still remaining vacant positions, then the Nominations/Election 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.

ToR 9.2.11: In the event that there are remaining vacant position(s) after the extended date, the Executive Committee will recommend individual(s) for a one-year appointment(s) to fill such position(s). The appointment(s) will be reported at the Annual General Meeting.

ToR 9.2.12: 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.)

ToR 9.2.13: Prepare materials to accompany the ballot that includes a curriculum vitae for each nominee.

ToR 9.2.14: 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.

ToR 9.2.15: Carry out the duties specified in By-Law 13: Nominations/Elections.

ToR 9.2.16: Upon request by a candidate, the Chair may inform a candidate of the total number of votes cast in his/her favour.

ToR 10: Specific Terms of Reference for the Outreach Committee

ToR 10.1: Membership

ToR 10.1.1: A Chair.

ToR 10.1.2: An Executive Liaison, and

ToR 10.1.3: At least one other member of the board.

ToR 10.1.4: The Committee will invite a former board member to assist with awards.

ToR 10.2: Awards Function

ToR 10.2.1: The list of current OAME/AOEM awards, including criteria, is outlined in the Awards List Addendum.

ToR 10.2.2: Solicit, primarily through the Gazette and the OAME/AOEM website, candidates for all awards established by the Board.

ToR 10.2.3: Request appropriate background information regarding the nominees for the purposes of screening, selection, publication and promotion.

ToR 10.2.4: Determine a recipient for each award for which a qualified and suitable nominee has been received.

ToR 10.2.5: Submit the proposed recipient of all awards to the Executive Committee.

ToR 10.2.6: Ensure that the awards are ready for presentation and that the presenter has a résumé of the recipient's qualifications for the award.

ToR 10.2.7: Confirm with the host conference organizer the awards presentations (time, place, presenter).

ToR 10.2.8: Review and update the criteria for the awards as required.

ToR 10.2.9: Provide the editors of the Gazette and local media with a summary of the award winners.

ToR 10.2.10: 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.

ToR 10.2.11: Nominators for the awards shall be members in good standing of OAME/AOEM, however nominees need not necessarily be members of OAME/AOEM.

ToR 10.2.12: Nominators will not be members of the Outreach Committee.

ToR 10.2.13: Individual nominations received after the published deadline will be considered for awards to be presented during the next three calendar years. After three years, the nomination must be renewed.

ToR 10.2.14: 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/AOEM.

ToR 10.3: Futures Function

ToR 10.3.1: Conduct searches for and receives proposals from Chapters for sponsorship of the OAME/AOEM Annual Conference, and to make subsequent recommendations regarding these proposals to the Executive Committee and, with their approval, to the Board of Directors.

ToR 10.3.2: Maintain and make appropriate changes to the Guidelines for the OAME/AOEM Annual Conference.

ToR 10.3.3: Ensure that sponsoring Chapter has a copy of the appropriate OAME/AOEM Guidelines.

ToR 10.3.4: Liaise with the organizing committee of each OAME/AOEM Annual Conference on behalf of the Executive Committee and the Board.

ToR 10.3.5: 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.

ToR 10.3.6: Make proposals to the Executive Committee or the Board regarding possible future activities/directions for OAME/AOEM.

ToR 10.3.7: Make proposals to the Executive Committee regarding fund-raising for the ongoing financial support of OAME/AOEM conferences, and OAME/AOEM projects through grants, sponsorships and donations.

ToR 11: Specific Terms of Reference for the Strategic Planning and Renewal Committee

ToR 11.1: Membership

ToR 11.1.1: A Chair.

ToR 11.1.2: The Emeritus Executive member as Executive Liaison.

ToR 11.1.3: An Executive Director.

ToR 11.1.4: A number of other members as deemed necessary.

ToR 11.2: Function

ToR 11.2.1: 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.

ToR 11.2.2: 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 ToR 11.2.1 above or, after due consideration, reject the suggestions, giving explanation to the member who made the suggestion.

ToR 11.2.3: 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/AOEM website.

ToR 12: Executive Director(s)

ToR 12.1: Appointment

ToR 12.1.1: 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.

ToR 12.2: Term of Office

ToR 12.2.1: The term of office of the Executive Director(s) shall be for three years, renewable where all parties are agreeable.

ToR 12.3: Function

ToR 12.3.1: Act as the signing officer of the organization. The Board of Directors may appoint additional or alternate signing officers.

ToR 12.3.2: Supervise and record all regular financial transactions of the organization and report to the Executive Committee and the Board of Directors.

ToR 12.3.3: Publish and present the final financial report at the Annual General Meeting and in the first issue of the Gazette following the Annual General Meeting.

ToR 12.3.4: Present a final financial report at the Annual General Meeting and a final financial report in the December Gazette.

ToR 12.3.5: Satisfy all reporting requirements of a corporation, a charitable organization and an NCTM Affiliate.

ToR 12.3.6: In consultation with the President, prepare an agenda for the Executive Committee and the Board of Directors.

ToR 12.3.7: Make all arrangements with hotels and flights for Executive Committee meetings, Board of Directors meetings, and the Leadership Conference.

ToR 12.3.8: Keep minutes of all meetings of the Executive Committee and the Board of Directors.

ToR 12.3.9: Maintain the membership list.

ToR 12.3.10: Act as Registration Chair and Finance Chair for the Leadership Conference.

ToR 12.3.11: Share all communications with OAME/OAEM with the Executive Committee.

ToR 12.4: Honoraria

ToR 12.4.1: See By-Law 20: Honoraria for the Executive Director(s), and Terms of Reference for other Contractual Positions; Guidelines.

ToR 13: Editor(s) of the Ontario Mathematics Gazette

ToR 13.1: Appointment

ToR 13.1.1: See Terms of Reference: Communications Committee

ToR 13.2: Term of Office

ToR 13.2.1: The term of office of the Editor(s) of the Ontario Mathematics Gazette shall be for two years renewable where all parties are agreeable.

ToR 13.3: Function

ToR 13.3.1: Strike an editorial board

ToR 13.3.2: Select reviewers and ensure that articles receive an independent review prior to publication.

ToR 13.3.3: A new reviewer for the Ontario Mathematics Gazette must be either a current or past member of OAME/AOEM.

ToR 13.3.4: Reviewers shall be provided with a copy of the vision statement of OAME/AOEM and use it as a guiding principle in reviewing articles.

ToR 13.3.5: Publish the Ontario Mathematics Gazette up to four (4) times yearly.

ToR 13.3.6: As deemed necessary by the Editor(s) 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.

ToR 13.3.7: Be responsible for the preparation and delivery of camera-ready proofread materials to the printer for each issue.

ToR 13.3.8: Cooperate with the Executive Director(s) and committee chairs, in particular Chairs of Awards and of Nominations/Elections, to ensure that appropriate materials for the operation of OAME/AOEM are included in the appropriate issues.

ToR 13.3.9: Cooperate with the Editor(s) 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.

ToR 13.3.10: Submit an annual budget to the Communications Committee.

ToR 13.3.11: Serve as a member of the Communications Committee, as per ToR 4 Specific Terms of Reference for the Communications Committee.

ToR 13.3.12: Serve as non-voting Director(s), as per Constitution Article 9.2.2.2.

ToR 13.4: Expenses

ToR 13.4.1: The Editor(s) is/are to be reimbursed for all expenses related to the publication of the Ontario Mathematics Gazette.

ToR 13.4.2: The Editor(s) is/are to submit to the Executive Director(s) regular accounting of funds received for expenses.

ToR 13.5: Honoraria

ToR 13.5.1: The editor(s) shall receive an honorarium determined by the Finance Committee at their Summer Meeting.

ToR 14: Editor(s) of the Abacus

ToR 14.1: Appointment

ToR 14.1.1: As per ToR 4 Specific Terms of Reference for the Communications Committee

ToR 14.2: Term of Office

ToR 14.2.1: The term of office of the Editor(s) of the Abacus shall be for two years renewable where all parties are agreeable.

ToR 14.3: Function

ToR 14.3.1: Prepare an issue of the "Abacus" up to four (4) times annually.

ToR 14.3.2: As deemed necessary by the Editor(s) or the Communications Committee, make recommendations to the Communications Committee regarding the Graphic Designer to be employed in the production of the Abacus.

ToR 14.3.3: Be responsible for the preparation and delivery of camera-ready proofread materials to the printer for each issue.

ToR 14.3.4: Cooperate with the Editor(s) of the Ontario Mathematics Gazette to ensure that the number of pages in the combined publication is within budget limitations.

ToR 14.3.5: Submit an annual budget to the Communications Committee.

ToR 14.3.6: Serve as a non-voting member of the Communications Committee, as per ToR 4 Specific Terms of Reference for the Communications Committee.

ToR 14.3.7: Serve as non-voting Director(s), as per Constitution Article 9.2.2.3.

ToR 14.4: Expenses

ToR 14.4.1: The Editor is to be reimbursed for all expenses related to the publication of the Abacus.

ToR 14.4.2: The Editor is to submit to the Executive Director(s) regular accounting of funds received for expenses.

ToR 14.5: Honoraria

ToR 14.5.1: The editor shall receive an honorarium determined by the Finance Committee at their Summer Meeting.

ToR 15: Advertising Manager

ToR 15.1: Appointment

ToR 15.1.1: See ToR 4 Specific Terms of Reference for the Communications Committee.

ToR 15.2: Term of Office

ToR 15.2.1: The term of office of the Advertising Manager shall be for three years renewable where all parties are agreeable.

ToR 15.3: Function

ToR 15.3.1: Solicit advertising for the Ontario Mathematics Gazette.

ToR 15.3.2: Set appropriate fee structure to cover costs of advertising and generate revenue to offset costs of the Ontario Mathematics Gazette.

ToR 15.3.3: 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.

ToR 15.3.4: 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.

ToR 15.3.5: 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.

ToR 15.3.6: Serve as a member of the Communications Committee as per ToR 4 Specific Terms of Reference for the Communications Committee.

ToR 15.4: Honoraria

ToR 15.4.1: 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 $\$600 + 0.20(x - \$5000)$

ToR 15.4.2: Expenses

ToR 15.4.2.1: Expenses incurred to generate advertising are to be deducted from advertising revenue.

ToR 16: The OAME/AOEM Website Coordinator

ToR 16.1: Appointment

ToR 16.1.1: See ToR 4 Specific Terms of Reference for the Communications Committee.

ToR 16.2: Term of Office

ToR 16.2.1: The term of office of the OAME/AOEM Website Coordinator shall be for two years renewable where all parties are agreeable.

ToR 16.3: Function

ToR 16.3.1: Maintain the OAME/AOEM website.

ToR 16.3.2: Ensure that all information posted is accurate and conforms to OAME/AOEM policy.

ToR 16.3.3: Ensure that no advertising is associated with the OAME/AOEM website.

ToR 16.3.4: Provide links to websites of organizations and government bodies that provide information relevant to OAME/AOEM projects and interests.

ToR 16.3.5: Submit an annual budget to the Communications Committee.

ToR 16.3.6: Serve as a member of the Communications Committee, as per ToR 4 Specific Terms of Reference for the Communications Committee.

ToR 16.4: Expenses

ToR 16.4.1: The OAME/AOEM Website Coordinator is to be reimbursed for all expenses related to the OAME/AOEM website provided that they fall within the approved budget. Other expenses must be approved by the Finance Committee.

ToR 16.5: Honoraria

ToR 16.5.1: The Coordinator will receive an honorarium determined by the Finance Committee at their Summer Meeting.

ToR 17: National Council of Teachers of Mathematics Representative

ToR 17.1: Appointment

ToR 17.1.1: 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.

ToR 17.2: Function

ToR 17.2.1: Promote membership in NCTM.

ToR 17.2.2: Advertise NCTM activities.

ToR 17.2.3: Stimulate publicity for NCTM and the teaching of mathematics in Ontario.

ToR 17.2.4: Ensure that NCTM materials are available to members at the General Annual Conference and other OAME/AOEM activities as feasible.

ToR 17.2.5: Provide a resource list of NCTM materials showing costs in Canadian funds.

ToR 17.2.6: Receive and send orders for NCTM materials to NCTM.

ToR 17.2.7: Deal with problems customers may have with materials ordered from NCTM.

ToR 17.2.8: Serve as a resource person from OAME/AOEM to NCTM.

ToR 17.2.9: Facilitate the exchange of ideas and interaction among affiliated groups in Canada as well as the United States.

ToR 17.2.10: Initiate discussion within OAME/AOEM about resolutions to the delegate assembly of NCTM.

ToR 17.2.11: The NCTM representative shall submit a column to the Ontario Mathematics Gazette outlining current trends and resources.

ToR 17.3: Finances

ToR 17.3.1: Expenses incurred in performing responsibilities may be charged against income from sales.

ToR 17.3.2: 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.

ToR 17.4: The arrangements with the NCTM are to be clarified so that the responsibilities of OAME and NCTM are outlined.

ToR 18: Emeritus Executive Member

ToR 18.1: Appointment

ToR 18.1.1: The Member will be appointed by the Executive Committee.

ToR 18.2: Term of Office

ToR 18.2.1: The term of office of the member shall be for two (2) years, renewable where all parties are agreeable.

ToR 18.3: Function

ToR 18.3.1: See ToR 1.6 Emeritus Executive Member

ToR 19: Conferences

ToR 19.1: Annual Conference

ToR 19.1.1: Application

ToR 19.1.1.1: The sponsoring chapter shall submit an application to the Executive Committee which shall include all information as specified in the Conference Planner.

ToR 19.1.1.2: 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.

ToR 19.1.1.3: 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.

ToR 19.1.2: Function of the Planning Committee

ToR 19.1.2.1: Plan and run an OAME/AOEM Annual Conference in accordance with the Guidelines for OAME/AOEM Annual Conference Planning Committee.

ToR 19.1.3: Finances

ToR 19.1.3.1: See By-Laws 17: Sources of Funds and 22: Annual Conference.

ToR 20: Chapter Project Grants

ToR 20.1: Chapter Projects Eligible for Project Grants

ToR 20.1.1: 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 Annual Conference) is eligible for a project grant.

ToR 20.2: Terms on which Chapter Project Grants are awarded:

ToR 20.2.1: Chapters must submit grant applications for the next financial year to the Executive Director(s) by May 15.

ToR 20.2.2: Chapter Project grants for the next fiscal year will be ratified by the Board at the June Board Meeting.

ToR 20.2.3: Grant money must be applied to a specific project and is not transferable to other chapter projects or to a chapter’s general funds.

ToR 20.2.4: 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 the current financial year.

ToR 20.2.5: 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.

ToR 20.2.6: 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.

ToR 20.3: Establishing the OAME/AOEM Annual Budget for Chapter Project Grants

ToR 20.3.1: 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.

ToR 20.3.2: Determining Whether a Chapter Project Application Qualifies for a Grant

ToR 20.3.2.1: The Finance Committee determines whether a project proposed by a Chapter qualifies for a grant using the following criteria:

ToR 20.3.2.1.1: The project application was received within the proper time frame.

ToR 20.3.2.1.2: A project grant application was completed and submitted by a Chapter in good standing.

ToR 20.3.2.1.3: The project supports the OAME/AOEM Mission Statement, Vision and Strategic Priorities.

ToR 20.3.2.1.4: The project grant application is not related to hosting an Annual Conference.

ToR 20.3.2.1.5: The written project plans include sufficient detail to determine both the objectives of the project and the likelihood of its success.

ToR 20.3.2.1.6: The proposed budget identifies both expected sources of revenue and expected expenses.

ToR 20.3.2.1.7: The proposed budget is balanced.

ToR 20.3.3: The project application was received within the proper time frame.

ToR 21: Guidelines

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

ToR 21.1: Guidelines for OAME/AOEM Annual Conference Planning Committee.

ToR 21.2: Guidelines for the OAME/AOEM Website.

ToR 21.3: Leadership Conference Handbook.

ToR 21.4: OAME/AOEM Awards List addendum.

ToR 21.5: Nominations/Election Planner addendum

ToR 22: Amendments

ToR 22.1: Amendments may be made to the Terms of Reference by a simple majority vote at any meeting of the Board of Directors.

ToR 22.2: Minor amendments to the Guidelines may be made by the committee responsible in consultation with the Executive Director(s).

ToR 22.3: Major amendments to the Guidelines may be made by a simple majority vote at any meeting of the Board of Directors.

ToR 22.4: Minor syntactical amendments to the By-Laws and Terms of Reference may be made by the Executive Directors.

Addendum: OAME/AOEM Awards List

1. Lifetime Membership Award

   The award is given to recognize an educator 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.

   1.1. A maximum of one Lifetime Membership may be awarded in any one year.

   1.2. There need not be a Lifetime Membership granted each year.

   1.3. To qualify for Life Membership, a candidate shall have:

      1.3.1. Ten (10) or more accumulated years in OAME/AOEM, and

      1.3.2. 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.

      1.3.3. Names and credentials of candidates for Lifetime Membership shall be:

         1.3.3.1. Submitted to the Outreach Committee for consideration.

         1.3.3.2. Submitted, after approval by the Outreach Committee, to the Executive Committee for recommendation to the Board of Directors.

         1.3.3.3. Submitted to the Board of Directors, on the recommendation of the Executive Committee, to be elected with a 75% majority of the Board of Directors members present.

   1.4. If the Executive Committee does not accept the recommendation of the Outreach Committee for Lifetime Membership, the Executive Committee shall make the reasons known to the Outreach Committee.

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

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

   2.1. 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.

3. The Secondary School Mathematics Staff Award for Exceptional and Collaborative Teaching

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

4. The Elementary School Team Award For Exceptional And Collaborative Mathematics Teaching:

   4.1. The award recognizes an elementary school team (a school accommodating any or all of grades JK-8) that fosters collaborative and excellent mathematics teaching,

contributes to the overall development of student learning of mathematics, and demonstrates leadership in the mathematics education community.

5. Award for Exceptional and Creative Teaching in Elementary Mathematics

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

6. Award For Exceptional And Creative Teaching In Secondary Mathematics

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

7. Award For Leadership In Mathematics Education

    7.1. 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.

8. Award for Exceptional and Creative Teaching in Post-Secondary Mathematics

    8.1. The award recognizes an exceptional and creative post-secondary educator who demonstrates, or a team of educators who demonstrate excellence in mathematics education, contribute(s) to the overall development of students, and demonstrates leadership in the mathematics education community.

Timeline for New Executive Director(s) for OAME

28 months before: Prepare the advertising materials.

25 months before: Advertise in the Gazette and on other forums.

25 to 22 months: Reach out to Chapters for candidates

22 months before: Interview Candidates (knowing that final approval must come from Board of Directors)

21 months before: Notify the Executive Committee of the recommendation.

15 months before: Bring the name(s) to the Board of Directors for approval. All members of the search committee must attend this meeting either live or over Zoom.

12 months: New Executive Directors start shadowing current Executive Directors

4 months before: New Executive Directors in place with support from previous Executive Directors

Time 0: New Executive Directors on their own.

Composition of the Search Committee (five members)

The current Emeritus Executive member should be included.

A current chapter representative

A current director

A current member of the executive (President Elect, if possible)

The current Executive Directors should be included.

Process:

Committee to compile a short list.

Identify a suitable candidate and notify the Executive.

Present the candidate to the Board for approval.

How do we advertise the upcoming vacancy?

Board meeting

Gazette

Social media

Email blast

Website

NCTM

OMCA

Conferences

Other?

CVs will be required.

Up to three Letters of Reference

Job Requirements/Skill Set

1. Organization skills
2. Communication skills
3. Attention to details
4. Ability to work with others
5. Accounting/Financial reporting

Preferences

1. will be given to an OAME member

2. working knowledge of the Board of Directors
3. Experience with non-profit organizations and requirements
4. Able to take minutes during meetings

What information should be in the position posting?

1. Eight months of job shadowing.
2. Three-year term (one-year probationary period), renewable term where all parties are agreeable.
3. Job requirements and preferences
4. Remuneration is based upon a formula tied to membership
5. No remuneration for the job shadowing period from January to August.

Ideally, the Executive Directors should provide a three-year notice of their intent to leave.

What happens if the executive directors have to leave for personal reasons?

What happens if the Executive Directors are dismissed?