

ACTEM By-Laws

(Referenced to Articles of the ACTEM Constitution)

ARTICLE I NAME

ARTICLE II OBJECT

ARTICLE III MEMBERSHIP

SECTION 2 VOTING

- a. Each individual member in good standing will be entitled to one vote on each matter submitted to a vote of the members.
- b. Voting may be conducted at meetings and/or via email, as decided by the Executive Board.

SECTION 4- Membership Levels

- a) Individual Membership
 - i. Individual Membership is open to any Maine educator interested in our organization's purpose, which is computer technology education in Maine.
 - ii. Individual Membership benefits
 1. Voting member of the organization
 2. Eligibility for professional development funds.
 3. Lunch at regular ACTEM meetings
 4. ACTEM offered discounts for members
 5. Professional development offerings
 6. Software purchasing (on a vendor agreement basis)
 7. A copy of the Electronic Educator mailed to them.
 - iii. Annual memberships run from July 1 to June 30th.
- b. Complimentary Membership
 - i. Complimentary Memberships apply to ACTEM officers
 - ii. Have the same benefits as the Individual Membership.
 - iii. Associated annual membership fees are waived.
- c. Lifetime Membership
 - i. Lifetime Memberships apply to ACTEM past presidents
 - ii. These have the same benefits as the Individual Membership.
 - iii. Associated annual membership fees are waived.
- d. Retired Membership
 - i. Retired memberships are open to any former individual members who have retired and wish to remain active members of ACTEM.
 - ii. They will have the same benefits as the Individual Membership.
 - iii. Eligibility for software purchasing benefits may be restricted by vendor rules and regulations.
 - iv. One time membership fee.
 - v. They will receive the Electronic Educator until they notify ACTEM that they no longer wish to receive it.
 - vi. This is a lifetime membership.
- e. Institutional Membership

- i. Non-profit institutions such as schools, school districts, public libraries, or qualified educational organizations.
 - ii. Institutional membership allows organizations to take advantage of our purchasing program depending on what vendors allow.
 - iii. A copy of the Electronic Educator is mailed to them.
 - iv. This annual membership runs from July 1st to June 30th.
- f. Vendor Membership
 - i. A copy of the Electronic Educator is mailed to them.
 - ii. Lunch at ACTEM meetings.
 - iii. Ten day early bird exhibit registration for MAINEd conference.
 - iv. Listing in the MAINEd conference program thanking our vendor members by organization.
 - v. Annual membership which runs from July 1st to June 30th.
- g. Eligibility
 - i. Determination of eligibility, if in question, shall be resolved by a majority vote of the Executive Board.
 - ii. The Executive Board may determine eligibility by voting through physical or electronic communication.

ARTICLE IV OFFICERS AND EXECUTIVE BOARD

SECTION 1. OFFICERS and EXECUTIVE BOARD

- a. All officers will be members of ACTEM in good standing.
- b. The officers of the association will be a President, Vice President, Secretary, and Treasurer.
- c. The officers and chairs of standing committees, collectively, will be called the Executive Board.
- d. The Executive Board will:
 - 1. implement policy,
 - 2. fill vacancies (except for the Presidency) that may occur between annual meetings,
 - 3. transact all business not otherwise provided for, and
 - 4. make all necessary financial decisions to maintain programs adopted by the membership.
- e. Executive Board decisions will be made by majority vote.
- f. No member of the Executive Board may have more than one vote.

SECTION 2. ELECTION, TERM OF OFFICE

- a. The President, Vice-President, Secretary, and Treasurer will hold elected offices.
- b. The Business Manager position is appointed by the Executive Board with the Business Manager abstaining.
- c. Officers of ACTEM will be elected at the last meeting of the current fiscal year and will serve a two year term.

- d. Elected Officers will have staggered terms, with half elected in any given year.
- e. At the first annual meeting following the adoption of these bylaws, the following process will establish a staggered election of officers:
 - 1) the president will be elected for a two year term
 - 2) the vice-president will be elected for a one year term
 - 3) the secretary will be elected for a two year term
 - 4) the treasurer will be elected for a two year term

ARTICLE V ORGANIZATION

ARTICLE VI DUTIES OF OFFICERS

SECTION 1. PRESIDENT.

- a. The President will be the principal executive officer of the organization and will, in general, supervise and control all of the business and affairs of ACTEM.
- b. The President will schedule all meetings and identify their location.
- c. The President will preside at the meetings of the members and will perform all duties incident to the office of President.

SECTION 2. VICE PRESIDENT.

- a. In the absence of the President, the Vice President will perform the duties of the President.

SECTION 3. SECRETARY.

- a. The Secretary will keep minutes of the meetings of the members, see that all notices are duly given in accordance with the provisions of these bylaws, and in general perform all duties incident to the office of Secretary.

SECTION 4. TREASURER.

- a. The Treasurer will have charge and custody and be responsible for all funds of the organization.
- b.
- c.
- d. The Treasurer will keep a roster of the post office and e-mail address of each member.
- e. The Treasurer will provide periodic updates of the membership mailing list on the ACTEM web site..

- f. The Treasurer will provide a full report of organization finances at the spring meeting of the association and at other occasions at the request of the President.
- g. The Treasurer will maintain records of the Association in such a way that they can be easily passed along as needed.
- h. The Treasurer will certify all necessary tax, non-profit, and corporate reports.
- i.

ARTICLE VII AFFILIATIONS

ARTICLE VIII DUES

SECTION 1 Establishing dues

- a. At the annual meeting the membership will establish the dues schedule for the coming year.

The proposed dues for 2008-09 are as follows:

\$10 Individual Membership

\$0 Complimentary Member

\$50 Retired Member

\$25 Institutional Member

\$100 Vendor Member

ARTICLE IX MEETINGS

SECTION 1. ANNUAL MEETINGS

- a. At least one meeting will be scheduled annually.
- b. The last scheduled meeting of the fiscal year will be designated as the Annual Meeting.
- c. Officers will be elected at the annual meeting.
- d. A year-to-date report will be prepared by the Treasurer and made available at the Annual Meeting.
- e. The schedule of meetings for the coming year will be established at the Annual Meeting.

SECTION 2 REGULAR MEETINGS

- a. Regular meetings of the members will be held as determined by the membership for the purpose of transacting business.

SECTION 3 SPECIAL MEETINGS

- a. Special meetings of the members may be called either by the President, another officer, or not less than one-tenth of the members.

SECTION 4 NOTICE OF SPECIAL MEETING

- a. A notice stating the place, day, and hour of any special meeting will be posted on the ACTEM web site and emailed to each member no less than five nor more than forty days before the date of such meeting.
- b. The purpose for which a special meeting is called will be stated in the notice.

SECTION 5 QUORUM

SECTION 6 FISCAL YEAR

- a. The fiscal year of ACTEM will begin on the first day of July and end on the last day of June in each year.

ARTICLE X AMENDMENTS

- a. These bylaws may be altered, amended or repealed and new bylaws may be adopted by a two-thirds (2/3) majority of the voting members present at any meeting of the members, provided at least five days written notice via newsletter or email is given of the intention to alter, amend or repeal or to adopt new bylaws at such meeting.

DISSOLUTION OF THE ASSOCIATION

- a. Should this Association cease to function and the membership vote to disband, after compliance with the laws of the State of Maine and the Articles of Incorporation of the Association, any assets of the Association will be transferred to other nonprofit organizations, as designated by a vote of the membership at an annual or special meeting.

STANDING COMMITTEES

- a. Standing Committees may be created by vote of the membership.
- b. The Standing Committees of ACTEM are:
 - 1) Teacher of the Year
 - 2) Professional Development
 - 3) MAINEducation Technology Conference
 - 4) NEISTE

MAINEDUCATION PLANNING COMMITTEE

- a. MAINEducation Planning Committee Size
 - 1. The MAINEducation Planning Committee will consist of no more than two Conference Coordinators.
 - a: The ACTEM Treasurer will be a member of the committee
 - b: Only ACTEM members in good standing will be eligible for membership on the committee.
- b. Selection of Conference Coordinator(s)

1. The ACTEM Executive Board will choose the Conference Coordinator(s).
 2. Names of those interested in the position of Conference Coordinator will be submitted to the ACTEM Recording Secretary by December 1.
 3. The Recording Secretary will submit the names to the Executive Board by email by December 7.
 4. Executive Board members will indicate their decision via email to the Recording Secretary.
 5. The Recording Secretary will total the votes and notify the members of the Executive Board of the result.
 6. The President of ACTEM will notify the selected Coordinator(s).
- c. Compensation for Conference Coordinator(s)
1. Compensation for the Conference Coordinator(s) will be determined and voted upon annually by the ACTEM Executive Board.
 2. Compensation will be made within 12 months of the MAINEducation Conference as determined by the Conference Coordinator(s).
- d. Selection of the Planning Committee Members
1. The Conference Coordinator(s) will select the members of the MAINEducation Planning Committee.
- e.
- e. Duties of the MAINEducation Planning Committee Members
1. Identification of a Conference Theme
 2. Identification of break-out session topics and their presenters
 3. Initial contact of session presenters seeking
 - a. agreement to participate,
 - b. school name, address, phone, and
 - c. email address of the presenter.
 - d. The above information will be forwarded to the Conference Coordinator in a timely manner.
 - e. Attendance at at least 2/3 of the scheduled meetings.
 - f. Other tasks as identified by the Conference Coordinator(s).
- f. Recognition of MAINEducation Planning Committee Members
1. All MAINEducation Planning Committee Members will receive free registration at the MAINEducation Conference.
 2. Members of the committee will receive travel reimbursement for attending the scheduled planning committee meetings.
- g. Duties of the MAINEducation Conference Coordinator(s)
1. The Conference Coordinator(s) will select members of the Conference Planning Committee.
 2. The Conference Coordinator(s) will schedule meetings as needed to plan the conference, including location and times. Such meetings will start no later than the end of March.
 3. will develop an agenda for the Planning Committee Meetings.

4. will act as Master(s) of Ceremony during the Conference.
5. will assist the Business Manager in assigning session location and session time.
6. will assist the Business Manager in the development of the Conference Brochure.
7. will prepare a pre-Conference flyer to be distributed in the spring.
8. will assist the Business Manager in other conference matters that may arise.

Adopted 2008