

# ACTEM By-Laws

(Referenced to Articles of the ACTEM Constitution)

ARTICLE I NAME

ARTICLE II OBJECT

ARTICLE III MEMBERSHIP

## SECTION 2 VOTING

- a. Each educator-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

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 and Secretary will hold elected offices.
- b. The Treasurer's position is appointed by the Executive Board with the Treasurer 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

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### SECTION 3 OFFICER and EXECUTIVE BOARD FEES

- a. All Association Membership fees will be waived for those serving as officers.
- b. Registration fees for the MAINEducation Technology Conference will be waived for those serving on the Executive Board.

## 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. The Treasurer will oversee all hardware and software reseller programs in which ACTEM is a partner.
- c. The Treasurer will handle all business arrangements related to the MAINEducation Technology Conference.
- 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 to be made on the MaineNet server.
- 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 process all necessary tax, non-profit, and corporate reports.
- i. The Treasurer will hold a stipended position with position, wages and benefits reviewed annually as set by the Executive Board, with the Treasurer abstaining

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from the voting.

## 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.

## 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

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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 non-profit 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) ACTEM Web site

## ACTEM WEB SITE COMMITTEE BYLAWS

- a. The ACTEM Web site Committee will consist of no more than 5 members of ACTEM in good standing including one chairperson.
- b. The ACTEM Web site Committee Chairperson will be a member of ACTEM in good standing and hold a one-year, stipended position which may be renewed by the Executive Board (Web site Committee Chair abstaining).
- c. The Executive Board will establish the stipend for the ACTEM Web site Committee Chairperson.
- d. Members of the ACTEM Web site Committee will be identified by the ACTEM Web site Committee Chairperson.
- e. The ACTEM Web site Committee will maintain and keep current the ACTEM web site.
- f. The ACTEM Web site Committee will be proactive in locating information for posting on the ACTEM web site.

## MAINEDUCATION PLANNING COMMITTEE

- a. MAINEducation Planning Committee Size

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1. The MAINEducation Planning Committee will consist of no more than two Conference Coordinators and up to 12 additional members.
  - 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. A total of \$2000.00 will be allocated as compensation for the Conference Coordinator(s) will the total going to a single coordinator or an equal amount to each of two coordinators unless one of the two is the ACTEM Treasurer. This officer will not share in this compensation as the office is compensated by job description for any time spent on the conference.
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. Term of Office for Planning Committee Members

1. Planning Committee members may server no more than two consecutive years before leaving the Planning Committee for at least one year. The Executive Board may waive this provision if the maximum committee size is not reached.
2. Item V. 1. does not apply to the ACTEM Treasurer or Conference Coordinator(s).
3. To start a rotation of Planning Committee members, new names will be selected

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for one-third of the seats for the year following the adoption of these by-laws, and for each year thereafter.

f. 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 (1) agreement to participate, (2) school name, address, phone, and (3) email address of the presenter.
4. The above information will be forwarded to the ACTEM Treasurer in a timely manner.
5. Attendance at at least 2/3 of the scheduled meetings.
6. Other tasks as identified by the Conference Coordinator(s).

g. Recognition of MAINEducation Planning Committee Members

1. All MAINEducation Planning Committee Members will receive free registration at the MAINEducation Conference.

h. 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 Treasurer in assigning session location and session time.
6. will assist the Treasurer in the development of the Conference Brochure.
7. will prepare a pre-Conference flyer to be distributed in the spring.
8. will assist the Treasurer in other conference matters that may arise.