

The CONSTITUTION of The Ontario Colleges Mathematics Association

(as amended May, 2024)

Article 1

NAME

- 1.1 This Association shall be known as The Ontario Colleges Mathematics Association, or simply the OCMA.

Article 2

GOALS

- 2.1 The goals of the OCMA shall be the following:
- a. To promote and facilitate communication among individuals with an interest in mathematics education in the Ontario Public Colleges.
 - b. To design, sponsor, and otherwise organize professional development programs and activities for mathematics faculty and education professionals at the Ontario Public Colleges.
 - c. To effectively liaison with mathematics faculty and education professionals at the Ontario Public Colleges.
 - d. To provide opportunities for mathematics faculty and education professionals at the Ontario Public Colleges to share ideas, needs, and trends in mathematics education, as well as in related industries.
 - e. To facilitate networking and communication between mathematics faculty and education professionals at the Ontario Public Colleges, as well as others in the post-secondary math education community, and to collect and disseminate information regarding events of interest such as seminars, workshops, conferences, and other professional development opportunities.

Article 3

MEMBERSHIP

- 3.1 Full membership in the OCMA shall be open to all mathematics faculty members, including faculty emeriti, and other education professionals at an Ontario Public College.
 - a. All full members shall have the right to vote at all general meetings of the OCMA and to hold elected office in the Association, as well as attend all events and conferences of the OCMA, and be eligible for any subsidized rate for such events and conferences, as set by the OCMA Executive Committee.
 - b. Full membership in the OCMA will be by virtue of the person and the role they hold, and members will not be representatives of their institution for the purpose of their membership status.
- 3.2 Associate membership in the OCMA shall be open to all mathematics faculty members, including faculty emeriti, and other education professionals at an institute that is not an Ontario Public College, who have an interest in advancing mathematics education at the post-secondary level.
 - a. Associate members shall have the right to attend all events and conferences of the OCMA, and be eligible for any subsidized rate for such events and conferences, as set by the OCMA Executive Committee.
 - b. Associate membership in the OCMA will be by virtue of the person and the role they hold, and members will not be representatives of their institution for the purpose of their membership status.
- 3.3 Corporate membership in the OCMA shall be open to any businesses or corporate entities who have an interest in mathematics education in Ontario.
 - a. Corporate members shall have the right to have their representatives participate in events and conferences of the OCMA.
 - b. Corporate membership will belong to the corporation, not to its individual representatives, though they shall enjoy the privileges of corporate membership while representing their member corporation.

Article 4

OFFICERS AND STANDING COMMITTEES

- 4.1 The affairs of the Association shall be managed by an Executive Committee consisting of five elected officers: the President, the Vice-President, the Treasurer, the Communications Officer, and the Technology Officer.
- 4.2 The officers of the Executive Committee shall be elected at the Annual General Meeting and shall remain in office for a term of two years.
 - a. At the end of a two-year term, an outgoing officer may choose to seek re-election for another term.
 - b. There is no limit to the number of terms an elected officer may serve on the Executive Committee.

- 4.3 The officers of the Executive Committee will appoint additional Executive Committee members and ad-hoc sub-committees as deemed necessary to achieve the goals of the OCMA.
- 4.4 Additionally, when a new President is elected who was not the immediate Past President of the Executive Committee, the immediate Past President will be invited to remain on the Executive Committee for a period of at least two years.

Article 5

DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE

- 5.1 It shall be the duty of the President to call regular Executive Committee meetings to address the business of the OCMA.
- 5.2 The Executive Committee will develop and approve an annual operating budget to be presented at the Annual General Meeting for approval.
- 5.3 Expenditure approvals are the sole responsibility of the Executive Committee. The signing officers of the Association shall be the President, the Vice-President, and the Treasurer; the signatures of at least one of the signing officers shall be required on all cheques, contracts, and other agreements signed on behalf of the OCMA.
- 5.4 All members of the Executive Committee shall have equal voting rights on matters decided on by the Executive Committee, though it is understood that every attempt will be made to reach consensus on all issues. However, when a vote is required, a simple majority will carry the vote, unless otherwise previously agreed to by a majority of the Executive Committee members.
- 5.5 Quorum for every OCMA Executive Meeting will be established as a simple majority of the Executive Committee members, including at least two officers, one of which must be either the President or the Vice-President.

Article 6

DUTIES OF OFFICERS

- 6.1 **The President** shall be responsible for the following duties:
 - Call all general meetings of the OCMA and the Executive Committee meetings.
 - Submit a report of the activities of the OCMA at the Annual General Meeting.
 - Ensure that all affairs of the OCMA are conducted in a manner consistent with this constitution.
- 6.2 **The Vice-President** shall be responsible for the following duties:
 - Collaborate with Executive Committee, Venue, and Commercial partners for the OCMA Annual Conference and other professional development events and preparations
 - Liaise with commercial partners regarding sponsorships and funding opportunities for the OCMA
 - Support ad-hoc sub-committees of the Executive Committee as needed

- 6.3 **The Treasurer** shall be responsible for the following duties:
- Receive and deposit all money paid to the OCMA into a chartered bank in the name of the OCMA.
 - Prepare the annual budget for the OCMA as directed by the Executive Committee.
 - Prepare cheques and payments to cover all expenditures of the OCMA.
 - Keep a complete set of financial records for the OCMA and present a financial report at the Annual General Meeting, and additionally as required by the Executive Committee.
 - At the end of their elected term, turn over all funds and financial records to their successor.
- 6.4 **The Communications Officer** shall be responsible for the following duties:
- Notify all full members of the OCMA in writing of all general meetings.
 - Notify the Executive Committee members of Executive Committee meetings.
 - Ensure the proceedings of all meetings are recorded and distributed accordingly.
- 6.5 **The Technology Officer** shall be responsible for the following duties:
- Issue badges to participants for the OCMA annual conference, as well as any additional professional development events, as applicable.
 - Maintain and regularly update the website and social media platforms with current information about the Executive Committee members, the OCMA annual conference and other events as applicable, and any other information pertinent to the OCMA as deemed appropriate by the Executive Committee.

Article 7

NOMINATIONS AND ELECTIONS

- 7.1 The President shall appoint a Returning Officer to oversee the nominations and conduct elections, as needed. Such a person must be a full member of the OCMA and may not stand for any elected office on the Executive Committee in the year in which they are appointed.
- 7.2 To be eligible for election to the Executive Committee offices of President, Vice President, Treasurer, Communications Officer, or Technology Officer, an individual must satisfy the following requirements:
- They must be a full member of the OCMA.
 - They must be nominated by either themselves or another full member of the OCMA.
 - Their nomination must be seconded by another full member of the OCMA.
 - They must give acceptance of their nomination to the membership of the OCMA at the Annual General Meeting during the year in which the election is held.
- Once an individual has satisfied the above requirements, they shall be considered an Approved Nominee for that particular office.
- 7.3 If, during the nomination period, there is only one Approved Nominee for a particular office, that office shall be declared to be uncontested and the Approved Nominee shall be acclaimed to the office.

- 7.4 If, during the nomination period, there is more than one Approved Nominee for a particular office, that office shall be declared to be contested, and an election shall be held.
- a. All full members, excluding the Returning Officer, who are present (in person or virtually) at the time of the election, may cast a single vote in the election for one of the Approved Nominees.
 - b. Votes will be conducted by secret ballot.
 - c. Any ballot cast that is not a vote for one of the Approved Nominees will be discarded.
 - d. Proxy or absentee votes will not be permitted.
 - e. Ballots will be counted by the Returning Officer; all Approved Nominees for the contested office may appoint a scrutineer to witness the counting of the ballots.
 - f. If an individual receives a plurality of the votes cast, they will be deemed to be elected to the particular office being contested.
 - g. In the event that no individual receives a plurality of the votes cast, the following process will be followed:
 - i. If exactly two Approved Nominees receive the same number of votes, and their individual shares are each less than 50% of the total number of votes cast, a run-off election shall be conducted between those two Approved Nominees, following the same procedure as above.
 - ii. If more than two Approved Nominees receive the same number of votes, or two Approved Nominees both receive 50% of the total number of votes cast, the election will be decided by drawing lots between the remaining Nominees, which shall be overseen by the Returning Officer, and witnessed by the Nominees' scrutineers, as applicable; this result shall be considered final.
- 7.5 The Executive Committee officers will be elected in the following order: President, Vice President, Treasurer, Communications Officer, Technology Officer.
- 7.6 A member eligible for election as outlined in Article 7.2 is permitted to become an Approved Nominee for more than one particular office, provided that member has not already been elected or acclaimed to an Executive Committee office in that same year.
- 7.7 Vacancies occurring after the nomination and election period has closed may be filled by appointments approved by the Executive Committee. Such appointments shall require the agreement of at least a two-thirds majority of the Executive Committee.

Article 8

GENERAL MEETINGS

- 8.1 An Annual General Meeting shall be held during the period between May 15th and June 30th, inclusive, of each and every year, for the following purposes:
- Electing officers biennially (every two years).
 - Receiving the President's report.
 - Receiving the Treasurer's report.
 - Approving the annual operating budget.
 - Considering amendments to the Constitution.

- Hearing updates from the Executive Committee, and other individuals as requested by the Executive Committee, on business related to the OCMA.
 - Discussing other business related to the OCMA as desired by the full membership of the OCMA.
- 8.2 Notification of the time, date, and place of the Annual General Meeting shall be communicated to all full members of the OCMA not less than 15 days before such a meeting is scheduled to occur.
- 8.3 A special general meeting may be called by the President at any time that he/she deems advisable, with rationale as to the reason for the special meeting, as well as an agenda outlining the business to be conducted at the meeting, to be provided to all full members with as much advance notice as is reasonably possible (typically not less than 5 days, except in extenuating circumstances, which shall be indicated to the members as applicable).
- 8.4 The lesser of twenty-five percent of all full members, or 40 full members, shall constitute a quorum for any general meeting of the OCMA.

Article 9

AMENDMENTS TO THE CONSTITUTION

- 9.1 Any motion to amend this Constitution must be proposed by either the Executive Committee, or a full member of the OCMA, supported in writing by at least 5 additional full members of the OCMA.
- a. Any such motion must be made in writing and delivered no later than the 15th day of April to the Communications Officer, who will present the motion at the Annual General Meeting.
 - b. No amendments to the motion will be allowed at the meeting.
 - c. A notice of “Motion to Amend the Constitution” shall be distributed to the full members of the OCMA at least 15 days prior to the Annual General Meeting.
- 9.2 Amendments to this Constitution shall require the approval of two-thirds of the full members of the OCMA present (in person or virtually) at the Annual General Meeting.