

**BYLAWS  
OF THE  
AMERICAN MATHEMATICAL  
ASSOCIATION OF TWO-YEAR COLLEGES (AMATYC)  
(Proposed draft, June 2008)**

**ARTICLE I NAME**

The name of the association shall be the American Mathematical Association of Two-Year Colleges, Incorporated (AMATYC).

**ARTICLE II OBJECTIVES**

Section 1 The American Mathematical Association of Two-Year Colleges, Incorporated is a non-profit, educational association.

Section 2 The objectives of AMATYC are the following:

- A. Encourage the development of effective mathematics programs
- B. Provide a national forum for the exchange of ideas
- C. Develop and/or improve the mathematics education and mathematics related experiences of students in two-year colleges
- D. Coordinate activities of affiliated organizations on the national level
- E. Promote the professional welfare and development of its members.

**ARTICLE III MEMBERSHIP**

Section 1 Membership in AMATYC shall be restricted to the following:

- A. Regular membership – Any teacher of mathematics or other person interested in two-year college mathematics education. A regular member must complete the proper forms and pay the established dues. A regular member has the right to vote, hold elected office, be appointed to leadership positions, nominate candidates for office, serve on committees, and be appointed as a delegate in the Delegate Assembly. A regular member may purchase a lifetime membership by completing the appropriate forms and paying the established rates. A lifetime member is entitled to all the privileges of a regular member. The Immediate Past President shall be awarded a lifetime membership upon completion of that person's term as Immediate Past President.
- B. Student membership – Any full- or part-time student of mathematics or related discipline. A student member must not also be a full- or part-time teacher, must be endorsed by a regular member, and must complete the proper forms and pay the established dues. A student member has the right to nominate candidates for office and serve on committees, but does not have the right to vote, hold elected office, be appointed to leadership positions, or be appointed as a delegate in the Delegate Assembly.
- C. Adjunct faculty membership – Any teacher of mathematics who is not employed full-time in any educational institution. An adjunct faculty member must complete the proper forms and pay the established dues. An adjunct member has the right to nominate candidates for office and serve on committees, but does not have the right to vote, hold elected office, be appointed to leadership positions, or be appointed as a delegate in the Delegate Assembly.
- D. Retired membership – Any retired teacher of mathematics or other retired person who is not employed full- or part-time in any educational institution. A retired faculty member must complete the proper forms and pay the established dues. A retired member has the right to nominate candidates for office and serve on committees, but does not have the right to vote, hold elected office, be appointed to leadership positions, or be appointed as a delegate in the Delegate Assembly.
- E. Institutional membership – Any college, university, learning center, publisher, manufacturer, or similar entity that supports the purposes of the association. A representative of an institutional member must complete the proper forms and pay the established dues. The representative has the right to nominate candidates for office, but does not have the right to vote, hold elected office, be appointed to leadership

48 positions, serve on committees, or be appointed as a delegate in the Delegate Assembly, unless that  
49 individual is also a regular member of the association.

50 F. Affiliate membership – Any regional organization with purposes similar to those of AMATYC.

51 Section 2 Membership Year

52 The membership year shall consist of four quarters. The beginning date for each quarter shall be: March 1, June  
53 1, September 1, and December 1.

54 Section 3 Dues

55 A. Annual membership dues are paid by all members, except lifetime members.

56 B. Annual regular AMATYC membership dues are set every two years by applying the Consumer Price Index  
57 - Urban Consumers CPI-U for the last two years to the current dues and rounding up to the nearest whole  
58 dollar. This adjusted rate is set at the Fall Board Meeting in odd-numbered years, with the change taking  
59 place on July 1 of the following even-numbered year.

60 C. In the event that there is a need for a change other than the calculated rate, as determined in Article III.4.B.,  
61 the new rate must be brought to the Delegate Assembly for approval.

62 **ARTICLE III AFFILIATED ORGANIZATIONS**

63 Section 1 Any organization interested in affiliating with AMATYC must recognize AMATYC as a prime national  
64 organization concerned with the first two years of college mathematics instruction. This is done by  
65 voting for affiliation with AMATYC. Applications for affiliation must be approved by the AMATYC  
66 Board.

67 Section 2 An affiliated organization has the following responsibilities:

68 A. The membership lists of the organization shall be forwarded to the appropriate AMATYC regional vice  
69 president by June 30 in even-numbered years.

70 B. Membership in AMATYC should be encouraged for all the affiliate's members.

71 C. Each affiliate organization will appoint AMATYC members to serve as affiliate delegates to the Delegate  
72 Assembly as discussed in Article VII.

73 **ARTICLE IV OFFICERS**

74 Section 1 The officers of AMATYC shall be the national officers, a President, President-elect, Immediate Past  
75 President, Treasurer, and Secretary, and the regional officers, a Northeast Regional Vice-president, Mid-  
76 Atlantic Regional Vice-president, Southeast Regional Vice-president, Midwest Regional Vice-president,  
77 Central Regional Vice-president, Southwest Regional Vice-president, Northwest Regional Vice-  
78 president, and West Regional Vice-president.

79 Section 2 Only regular members are eligible to hold elected office.

80 Section 3 Terms of Office

81 A. The term of office for all officers, except for the Treasurer, is two years; beginning on January 1 in even-  
82 numbered years and ending on December 31 in the next odd-numbered year. The term limit for all officers,  
83 except for the President-Elect, President, Immediate Past-President, and Treasurer, is three full successive  
84 elected terms in the same office.

85 B. The term limit for the President-Elect, President, and Past-President is one full elected term in the same  
86 office. The President-Elect automatically succeeds the President at the end of the President's term or when  
87 the President leaves office permanently.

88 C. The term of the office for the Treasurer is four years, beginning on January 1 in even-numbered years and  
89 ending on December 31 in the second subsequent odd-numbered year. The term limit for the Treasurer is  
90 two full successive elected terms in that office.

91 Section 4 Duties of officers

92 All officers shall promote and coordinate the activities of the association, perform all duties according to policy,  
93 and perform all other duties that regularly pertain to the office. Specific duties of each office are as follows:

94 A. President:

- 95 1. Prepare the agenda for all association, Delegate Assembly, and Executive Board meetings.  
96 2. Preside at all general meetings of the association, the Delegate Assembly, and the Executive Board.  
97 3. Act as ex-officio member of all committees except the Nominating Committee.  
98 4. Nominate the chairperson of all committees, except the Nominating Committee and Strategic  
99 Planning Committee, for approval by the Executive Board.  
100 5. Appoint an acting chairperson of a committee when a vacancy occurs.  
101 6. Appoint Special Appointees to perform duties as designated with approval of the Executive Board.  
102 7. Initiate Executive Board vote on unanticipated expenditures and assist the Treasurer with the annual  
103 budget.  
104 8. Meet with the Executive Directors and/or Presidents of other organizations who share similar  
105 concerns and interests to discuss items of mutual benefit and to establish a working relationship with  
106 them.
- 107 B. President-Elect  
108 1. Act as president in the absence of the President.  
109 2. Serve as the chairperson of the Strategic Planning Committee.  
110 3. Maintain a policy and procedures manual.
- 111 C. Immediate Past President  
112 1. Chair the Nominating Committee.  
113 2. Chair the Foundation.  
114 3. Administer the election procedures according to policy.
- 115 D. Secretary  
116 1. Keep an accurate, permanent record of the proceedings of meetings of the association, Delegate  
117 Assembly, and Executive Board.  
118 2. Maintain updated lists of delegates and affiliate presidents.  
119 3. Furnish agendas and minutes of all meetings to the appropriate people.
- 120 E. Treasurer  
121 1. Ensure that all financial records, funds, receipts, and disbursements of the association are accurately  
122 maintained.  
123 2. Present a written financial report at each regular business meeting and each Executive Board meeting.  
124 3. Certify the size of the membership by region and category.  
125 4. Prepare an annual organizational budget and present it to the Executive Board for approval at the fall  
126 meeting.  
127 5. Obtain approval of the Executive Board or designee for expenditures that exceed budget items.  
128 6. The outgoing Treasurer will complete the financial responsibilities pertaining to the conference at the  
129 end of the term of office.
- 130 F. Regional Vice-presidents  
131 1. Serve as the liaison between AMATYC and its affiliated organizations.  
132 2. Appoint state/province delegates per Article VII.  
133 3. Serve as a member of the membership committee. One Regional Vice President shall serve as chair.

134 Section 5 Elections

135 Officers shall be elected by regular members according to policy.

136 Section 6 Vacancies

137 In the event that an officer other than the president or Treasurer leaves office before the expiration of the regular  
138 term, the president, with the approval of the Executive Board, shall appoint a replacement for the remainder of  
139 the term. A vacancy in the office of President-elect shall be filled by a special election following procedures  
140 established by the Executive Board. In the event that the Treasurer leaves office before the expiration of the  
141 regular term, the President, with the approval of the Executive Board, shall appoint a replacement until the next  
142 regularly scheduled election, regardless of whether this election falls on the four-year cycle for election of a

143 Treasurer. The newly elected Treasurer would serve a full four-year term and this four-term will form the basis  
144 for future Treasurer terms and elections.

#### 145 **ARTICLE V EXECUTIVE BOARD**

146 Section 1 The officers shall serve as the Executive Board and are responsible for conducting the affairs of the  
147 association.

148 Section 2 Duties of the Executive Board

149 A. Approve the chairperson of each committee, except the Nominating Committee and Strategic Planning  
150 Committee.

151 B. Recommend dues changes to the Delegate Assembly per Article III.4.C.

152 C. Recommend bylaw changes to the Delegate Assembly.

153 D. Select conference cities and dates.

154 E. Approve any expenditures not covered by the budget.

155 F. Approve the annual budget.

156 G. Appoint special committees as needed to carry out the purposes of the association.

157 H. Appoint special appointees to perform duties as designated.

158 I. Authorize a designated officer or officers, agent or agents of AMATYC, in addition to the officers so  
159 authorized by these bylaws, to implement and oversee, on behalf of AMATYC, a project, program or  
160 activity conducted jointly by AMATYC and one or more outside entities, to be called a partnership. This  
161 partnership is approved by the AMATYC Executive Board. Such authority must be in writing and be  
162 confined to specific instances as outlined in a partnership agreement which is approved by the Executive  
163 Board and signed by AMATYC and the partnership entity.

164 J. Perform all other duties according to policy.

165 K. Perform all other duties that are necessary for the functioning of the association.

166 Section 3 A majority of the members of the Executive Board shall constitute a quorum to enact the business of  
167 AMATYC. This majority must include at least two of the national officers.

168 Section 4 Regular meetings of the Executive Board may be called by the President or seven members of the  
169 Executive Board. Written or electronic notification of all regular meetings must be given to all Board  
170 members at least 30 days prior to the start of the meeting.

171 Section 5 Action between Regular Meetings

172 A. In circumstances as determined by the President or seven members of the Executive Board, business may  
173 be conducted between regular meetings of the Executive Board by means of mail, fax, email or conference  
174 calls. The same quorum that applies to regular meetings is required at these meetings to conduct the  
175 business of AMATYC.

176 B. All actions resulting from a mail, fax, email or conference call vote shall be documented and filed with the  
177 Executive Board minutes.

178 C. Written or electronic notification of all proposed actions presented between regular meetings must be given  
179 to all Board members at least 72 hours before the start of the Board meeting.

#### 180 **ARTICLE VI DELEGATE ASSEMBLY**

181 Section 1 The association shall have an annual business meeting (Delegate Assembly) in conjunction with its  
182 annual conference. Notice of the Delegate Assembly meeting shall be publicized in writing at least one  
183 month in advance.

184 Section 2 The Delegate Assembly shall be composed of delegates who are regular members of AMATYC as  
185 follows:

186 A. State/Province Delegates

187 1. There should be at least two state/province delegates from each state and province, appointed for a  
188 term of two years by the appropriate regional vice president. Terms of state/province delegates shall

- 189 commence on April 1, or date of appointment, whichever is later, and terminate on March 31, in odd  
190 numbered years.
- 191 2. States and provinces with more than 50 two-year colleges, as defined in Article VII.1.H., are  
192 permitted one additional state/province delegate for each 25 two-year colleges or fraction thereof  
193 above 50.
- 194 3. An alternate delegate from the same state/province may be appointed to serve as delegate in place of a  
195 state/province delegate who is unable to attend the Delegate Assembly.
- 196 B. Each affiliate president, who is also a regular AMATYC member, in office at the time of the Delegate  
197 Assembly is a delegate to the Delegate Assembly to represent their affiliate organization.
- 198 C. Affiliate Delegates
- 199 1. Each affiliate organization may appoint one additional affiliate delegate for each 50 affiliate  
200 organization members or fraction thereof who are also AMATYC members, as defined in Article  
201 VII.1.I. Term of appointment will be determined by the affiliate.
- 202 2. An alternate delegate from the same affiliate may be appointed to serve as delegate in place of an  
203 affiliate delegate, who is unable to attend the Delegate Assembly.
- 204 D. Each Executive Board officer is a delegate.
- 205 E. Each AMATYC past president is a delegate.
- 206 F. Each academic committee chair is a delegate.
- 207 G. Additional delegates to represent other countries and regions may be appointed by the Executive Board.
- 208 H. An official listing of names and numbers of two-year colleges by state and province is prepared jointly by  
209 the AMATYC office and each corresponding regional vice presidents and approved at the fall board  
210 meeting in even-numbered years. These numbers are used for two years and take effect after the fall  
211 meeting in even-numbered years, and are maintained by the AMATYC office.
- 212 I. An official listing of names and numbers of affiliate organization members who are also AMATYC  
213 members on June 30 in even-numbered years is prepared jointly by the AMATYC office and each  
214 corresponding regional vice presidents and approved at the fall board meeting in even-numbered years.  
215 This listing is used for two years, takes effect after the fall meeting in even-numbered years, and is  
216 maintained by the AMATYC office.
- 217 J. No delegate at the Delegate Assembly is entitled to more than one vote.
- 218 K. Regional Vice-Presidents shall submit a list of affiliate and state/province delegates to the AMATYC  
219 Secretary no later than thirty (30) days prior to the start of the Delegate Assembly.
- 220 L. Alternate Delegates may be named by the Regional Vice-President as the delegate substituting for an  
221 affiliate or state/province delegate at the Delegate Assembly, by notifying the AMATYC Secretary in  
222 writing and providing appropriate credentials in writing no later than 6 pm of the day prior to the start of  
223 the Delegate Assembly.
- 224 Section 3 The Delegate Assembly's responsibilities are to:
- 225 A. Vote on all dues changes as submitted by the Executive Board
- 226 B. Vote on bylaw changes submitted to the Delegate Assembly.
- 227 C. Present written recommendations to the Executive Board to be considered at the following Executive Board  
228 meeting.
- 229 D. Approve position statements as presented by the Executive Board.
- 230 Section 4 Each state/province delegate shall perform the following duties:
- 231 A. Represent that delegate's state/province at the Delegate Assembly meeting at the annual conference.
- 232 B. Assist the regional vice president in promoting membership and activities for AMATYC in the  
233 state/province.
- 234 C. Perform all duties according to policy.
- 235 Section 5 Each affiliate delegate shall perform the following duties:
- 236 A. Represent the affiliate organization at the Delegate Assembly meeting at the annual conference.
- 237 B. Keep the regional vice president abreast of the activities and concerns of members from the delegate's  
238 affiliate.

239 C. Assist the regional vice president in promoting membership and activities for AMATYC at the affiliate  
240 meetings.

241 D. Perform all duties as outlined in the policy and procedures manual.

242 Section 6 The number of delegates necessary for a quorum in the Delegate Assembly shall be twenty-five (25)  
243 percent of all the delegates registered with the AMATYC Secretary at the start of the Delegate  
244 Assembly.

## 245 ARTICLE VII COMMITTEES

### 246 Section 1 Types of committees

247 A. Committees fall into three general categories: Administrative Committees, Academic Committees, and Ad  
248 Hoc Committees and Task Forces. Administrative and academic committees are standing committees.

249 B. All members of association committees must be AMATYC members. Non-AMATYC members may  
250 participate in academic committee work in a nonvoting capacity.

### 251 Section 2 Administrative Committees

252 A. Purpose

253 Administrative committees handle and support the general functioning of the association.

254 B. Established administrative committees

255 The following administrative committees are established by these bylaws.

256 1. Nominating Committee

257 2. Membership Committee

258 3. Strategic Planning Committee

259 4. Finance Committee

260 5. Foundation Board

261 C. Objectives of the established administrative committees

262 The general objectives of each of the committees in part B are the following:

263 1. The Nominating Committee shall establish election procedures and, consistent with policy and  
264 Executive Board direction, recommend a slate of nominees for Executive Board approval.

265 2. The Membership Committee shall develop and implement strategies to solicit new members and  
266 retain existing members.

267 3. The Strategic Planning Committee shall develop and publish the AMATYC Strategic Plan.

268 4. The Finance Committee oversees the budget development and serves in an advisory capacity to the  
269 Treasurer and Executive Board.

270 5. The Foundation Board shall raise and disburse funds to support the mission of AMATYC.

271 D. Other Administrative Committees

272 Other administrative committees may be created and discharged as needed by the Executive Board to  
273 handle and support the general functioning of the association.

### 274 Section 3 Academic Committees

275 A. Purpose

276 Academic committees support the general professional purposes and mission of the association, as stated in  
277 Article II and in the association's mission statement.

278 B. Establishment of academic committees

279 Academic committees are established and discharged by the Executive Board. Their designations and  
280 specific purposes will change as the needs of the association change. Each academic committee shall have a  
281 chair, appointed by the President.

282 C. Duties of an Academic Committee Chairperson

283 The chairperson of each academic committee shall perform the following duties:

284 1. Chair the meetings of the academic committee.

285 2. Coordinate the activities of the academic committee.

- 286 3. Prepare the annual budget of the academic committee and submit it to the Treasurer according to the  
287 established schedule.
- 288 4. Prepare reports of the academic committee's activities and submit them to the President according to  
289 the established schedule.
- 290 5. Perform all duties according to policy.
- 291 6. Perform all other duties necessary for the academic committee to function.

292 Section 4 Ad Hoc Committees and Task Forces

293 A. Establishment

294 Ad hoc committees and task forces may be approved and formed by the Executive Board and/or Delegate  
295 Assembly when deemed necessary by those entities by following the procedures established by policy.

296 B. Purpose and duration

297 The purpose of ad hoc committees and task forces shall be determined when they are established. A  
298 termination date shall be designated at the time of establishment.

299 **ARTICLE VIII POSITION STATEMENTS**

300 Section 1 Purpose of Position Statements

301 Position statements represent a declaration by the organization on issues of interest to two-year college  
302 mathematics educators, and may be initiated by an academic committee, an affiliate organization, or an  
303 individual AMATYC member.

304 Section 2 Process for Development of Position Statements

305 The process for development of a position statement must conform to the following guidelines.

- 306 A. A proposal for a position statement must be referred to, or begin with, an appropriate academic committee.  
307 That committee chooses to pursue or not to pursue the statement. The committee is responsible for  
308 development of a proposed position statement.
- 309 B. A schedule for the process of review of proposed position statements by committees, Executive Board, and  
310 Delegate Assembly, shall be established by the Executive Board. This schedule must provide timely notice  
311 to all AMATYC members of the proposed statement.
- 312 C. The chairperson of an academic committee shall submit the committee's position statement to the Executive  
313 Board for its review and approval.
- 314 D. If approved for Delegate Assembly review by the Executive Board the position statement shall be  
315 submitted to the Delegate Assembly for review and approval.
- 316 E. If not approved for Delegate Assembly review by the Executive Board, the Delegate Assembly may  
317 approve review by a vote of 2/3 of the delegates at the Delegate Assembly, provided that timely notice was  
318 provided to all AMATYC members.
- 319 F. If approved by the Delegate Assembly the proposal becomes an AMATYC position statement.

320 **ARTICLE IX REMOVAL FROM OFFICE**

321 Section 1 Executive Board members may be removed from office by a 3/4 vote of the Executive Board, with or  
322 without cause, if deemed to be in the best interest of the association.

323 Section 2 Persons appointed to positions within the association may be removed from that position by a 2/3 vote of  
324 the entity that appointed them.

325 Section 3 The vote of the Executive Board for removal from an appointed or elected position is an authorization for  
326 the President to take the steps necessary for that removal.

327 **ARTICLE X AMATYC REGIONS**

328 Section 1 The AMATYC organizational membership shall be divided into the regions as follows:

329 Region 1 – Northeast:

330 Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont; New Brunswick,  
331 Newfoundland, Nova Scotia, Ontario, Prince Edward Island, Quebec

- 332 Region 2 – Mid-Atlantic:  
333 Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, West Virginia  
334 Region 3 – Southeast:  
335 Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Puerto  
336 Rico, Virgin Islands and other Caribbean Islands  
337 Region 4 – Midwest:  
338 Illinois, Indiana, Kentucky, Michigan, Ohio, Wisconsin  
339 Region 5 – Central:  
340 Arkansas, Colorado, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Utah,  
341 Wyoming; Manitoba, Saskatchewan  
342 Region 6 – Southwest:  
343 Arizona, New Mexico, Oklahoma, Texas; Mexico  
344 Region 7 – Northwest:  
345 Alaska, Idaho, Montana, Oregon, Washington; Alberta, British Columbia, Northwest Territories, Nunavut,  
346 Yukon Territory, other International Locations  
347 Region 8 – West:  
348 California, Hawaii, Nevada, Pacific Islands  
349 Section 2 A member’s region is determined by the mailing address of record.

#### 350 **ARTICLE XI PARLIAMENTARY AUTHORITY**

351 The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern AMATYC in all  
352 cases in which they are applicable and in which they are not inconsistent with these bylaws.

#### 353 **ARTICLE XII AMENDMENT**

354 These bylaws may be amended by the delegates at the Annual Delegate Assembly by a two-thirds (2/3) vote of those  
355 delegates voting, provided that written or electronic notification of the proposed text changes and the clear purpose  
356 of the amendment has been sent to all delegates at least thirty (30) days prior to the Delegate Assembly. Proposed  
357 amendments to these bylaws may be presented to the Executive Board by any member, and shall be processed by  
358 the Executive Board, for approval by the Delegate Assembly.

#### 359 **ARTICLE XIII DISSOLUTION**

360 In the event of dissolution, the assets and property of the corporation remaining after payment of expenses and the  
361 satisfaction of all liabilities shall be distributed as determined by the Executive Board or as may be determined by a  
362 court of competent jurisdiction upon application of the Executive Board, for the non-profit purposes of the  
363 corporation and/or to such charitable, literary, and educational organizations as shall qualify under Section 501c3 of  
364 the Internal Revenue Code of 1954, as amended. Any of such assets not so distributed shall be disposed of for such  
365 purposes as directed by a Justice of the Supreme Court of the State of New York or such other court having  
366 jurisdiction over the corporation.