

**BYLAWS  
OF THE  
AMERICAN MATHEMATICAL  
ASSOCIATION OF TWO-YEAR COLLEGES (AMATYC)**  
**NOVEMBER 2010**

**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 Categories

Membership in AMATYC shall be restricted to the following:

- A. Regular membership – Available to any full or part-time 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 may purchase a lifetime membership by completing the appropriate forms and paying the established rates. The Immediate Past President shall be awarded a lifetime membership upon completion of that person's term as Immediate Past President.
- B. Student membership – Available to 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.
- C. Adjunct membership – Available to any teacher of mathematics who is not employed full-time in any post-secondary educational institution. An adjunct member must complete the proper forms and pay the established dues.
- D. Retired membership – Available to any retired teacher of mathematics or other retired person who is not employed full- or part-time in any educational institution. A retired member must complete the proper forms and pay the established dues.
- E. Institutional membership – Available to 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.
- F. Affiliate membership – Available to any regional organization with purposes similar to those of AMATYC.

Section 2 Membership Privileges

- A. 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.
- B. A lifetime member is entitled to all the privileges of a regular member.
- C. Adjunct, retired, and student members have the right to nominate candidates for office and serve on committees, but do 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. Individuals who are eligible for adjunct or retired membership may choose to complete the proper forms and pay the established dues to become a regular member to obtain all the privileges of a regular member.
- E. The representative of an institutional member has the right to nominate candidates for office, but does not have the right to vote, hold elected office, be appointed to leadership positions, serve on committees, or be appointed as a delegate in the Delegate Assembly, unless that individual is also a regular member of the association.

### Section 3 Membership Year

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

### Section 4 Dues

- A. Annual membership dues are paid by all members, except lifetime members.
- B. Annual regular AMATYC membership dues are set every two years by applying the Consumer Price Index - Urban Consumers CPI-U for the last two years to the current dues and rounding up to the nearest whole dollar. This adjusted rate is set at the Fall Board Meeting in odd-numbered years, with the change taking place on July 1 of the following even-numbered year.
- C. In the event that there is a need for a change other than the calculated rate, as determined in Article III.4.B., the new rate must be brought to the Delegate Assembly for approval.

## **ARTICLE IV AFFILIATED ORGANIZATIONS**

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

Section 2 An affiliated organization has the following responsibilities:

- A. The membership lists of the organization shall be forwarded to the appropriate AMATYC regional vice president by June 30 in even-numbered years.
- B. Membership in AMATYC should be encouraged for all the affiliate's members.
- C. Each affiliate organization will appoint AMATYC members to serve as affiliate delegates to the Delegate Assembly as discussed in Article VII.

## **ARTICLE V OFFICERS**

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

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

Section 3 Terms of Office

- A. The term of office for all officers, except for the Treasurer, is two years; beginning on January 1 in even-numbered years and ending on December 31 in the next odd-numbered year. The term limit for all officers, except for the President-Elect, President, Immediate Past-President, and Treasurer, is three full successive elected terms in the same office.
- B. The term limit for the President-Elect, President, and Past-President is one full elected term in the same office. The President-Elect automatically succeeds the President at the end of the President's term or when the President leaves office permanently.
- C. The term of the office for the Treasurer is four years, beginning on January 1 in even-numbered years and ending on December 31 in the second subsequent odd-numbered year. The term limit for the Treasurer is two full successive elected terms in that office.

***The current AMATYC Board shall serve from the end of the 2009 conference to December 31, 2011.***

#### Section 4 Duties of officers

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

##### A. President:

1. Prepare the agenda for all association, Delegate Assembly, and Executive Board meetings.
2. Preside at all general meetings of the association, the Delegate Assembly, and the Executive Board.
3. Act as ex-officio member of all committees except the Nominating Committee.
4. Nominate the chairperson of all committees, except the Nominating Committee and Strategic Planning Committee, for approval by the Executive Board.
5. Appoint an acting chairperson of a committee when a vacancy occurs.
6. Appoint Special Appointees to perform duties as designated with approval of the Executive Board.
7. Initiate Executive Board vote on unanticipated expenditures and assist the Treasurer with the annual budget.
8. Meet with the Executive Directors and/or Presidents of other organizations who share similar concerns and interests to discuss items of mutual benefit and to establish a working relationship with them.

##### B. President-Elect

1. Act as president in the absence of the President.
2. Serve as the chairperson of the Strategic Planning Committee.
3. Maintain a policy and procedures manual.

##### C. Immediate Past President

1. Chair the Nominating Committee.
2. Chair the Foundation.
3. Administer the election procedures according to policy.

##### D. Secretary

1. Keep an accurate, permanent record of the proceedings of meetings of the association, Delegate Assembly, and Executive Board.
2. Maintain updated lists of delegates and affiliate presidents.
3. Furnish agendas and minutes of all meetings to the appropriate people.

##### E. Treasurer

1. Ensure that all financial records, funds, receipts, and disbursements of the association are accurately maintained.
2. Present a written financial report at each regular business meeting and each Executive Board meeting.
3. Certify the size of the membership by region and category.
4. Prepare an annual organizational budget and present it to the Executive Board for approval at the fall meeting.
5. Obtain approval of the Executive Board or designee for expenditures that exceed budget items.
6. The outgoing Treasurer will complete the financial responsibilities pertaining to the conference at the end of the term of office.

##### F. Regional Vice-presidents

1. Serve as the liaison between AMATYC and its affiliated organizations.
2. Appoint state/province delegates per Article VII.
3. Serve as a member of the membership committee. One Regional Vice President shall serve as chair.

#### Section 5 Elections

Officers shall be elected by regular members according to policy.

#### Section 6 Vacancies

In the event that an officer other than the president or Treasurer leaves office before the expiration of the regular term, the president, with the approval of the Executive Board, shall appoint a replacement for the remainder of the term. A vacancy in the office of President-elect shall be filled by a special election following procedures

established by the Executive Board. In the event that the Treasurer leaves office before the expiration of the regular term, the President, with the approval of the Executive Board, shall appoint a replacement until the next regularly scheduled election, regardless of whether this election falls on the four-year cycle for election of a Treasurer. The newly elected Treasurer would serve a full four-year term and this four-year term will form the basis for future Treasurer terms and elections.

## **ARTICLE VI EXECUTIVE BOARD**

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

Section 2 Duties of the Executive Board

- A. Approve the chairperson of each committee, except the Nominating Committee and Strategic Planning Committee.
- B. Recommend dues changes to the Delegate Assembly per Article III.4.
- C. Recommend bylaw changes to the Delegate Assembly.
- D. Select conference cities and dates.
- E. Approve any expenditures not covered by the budget.
- F. Approve the annual budget.
- G. Appoint special committees as needed to carry out the purposes of the association.
- H. Appoint special appointees to perform duties as designated.
- I. Authorize a designated officer or officers, agent or agents of AMATYC, in addition to the officers so authorized by these bylaws, to implement and oversee, on behalf of AMATYC, a project, program or activity conducted jointly by AMATYC and one or more outside entities, to be called a partnership. This partnership is approved by the AMATYC Executive Board. Such authority must be in writing and be confined to specific instances as outlined in a partnership agreement which is approved by the Executive Board and signed by AMATYC and the partnership entity.
- J. Perform all other duties according to policy.
- K. Perform all other duties that are necessary for the functioning of the association.

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

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

Section 5 Action between Regular Meetings

- A. In circumstances as determined by the President or seven members of the Executive Board, business may be conducted between regular meetings of the Executive Board by means of mail, fax, email or conference calls. The same quorum that applies to regular meetings is required at these meetings to conduct the business of AMATYC.
- B. All actions resulting from a mail, fax, email or conference call vote shall be documented and filed with the Executive Board minutes.
- C. Written or electronic notification of all proposed actions presented between regular meetings must be given to all Board members at least 72 hours before the start of the Board meeting.

## **ARTICLE VII DELEGATE ASSEMBLY**

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

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

- A. State/Province Delegates

1. There should be at least two state/province delegates from each state and province, appointed for a term of two years by the appropriate regional vice president. Terms of state/province delegates shall commence on April 1, or date of appointment, whichever is later, and terminate on March 31, in odd numbered years.
  2. States and provinces with more than 50 two-year colleges, as defined in Article VII.2.H., are permitted one additional state/province delegate for each 25 two-year colleges or fraction thereof above 50.
  3. An alternate delegate from the same state/province may be appointed to serve as delegate in place of a state/province delegate who is unable to attend the Delegate Assembly.
- B. Each affiliate president, who is also a regular AMATYC member, in office at the time of the Delegate Assembly is a delegate to the Delegate Assembly to represent their affiliate organization.
- C. Affiliate Delegates
1. Each affiliate organization may appoint one additional affiliate delegate for each 50 affiliate organization members or fraction thereof who are also AMATYC members, as defined in Article VII.2.I. Term of appointment will be determined by the affiliate.
  2. An alternate delegate from the same affiliate may be appointed to serve as delegate in place of an affiliate delegate who is unable to attend the Delegate Assembly.
- D. Each Executive Board officer is a delegate.
- E. Each AMATYC past president is a delegate.
- F. Each AMATYC academic committee chair is a delegate.
- G. Additional delegates to represent other countries and regions may be appointed by the Executive Board.
- H. An official listing of names and numbers of two-year colleges by state and province is prepared jointly by the AMATYC office and each corresponding regional vice president and approved at the fall board meeting in even-numbered years. These numbers are used for two years and take effect after the fall meeting in even-numbered years, and are maintained by the AMATYC office.
- I. An official listing of names and numbers of affiliate organization members who are also AMATYC members on June 30 in even-numbered years is prepared jointly by the AMATYC office and each corresponding regional vice president and approved at the fall board meeting in even-numbered years. This listing is used for two years, takes effect after the fall meeting in even-numbered years, and is maintained by the AMATYC office.
- J. No delegate at the Delegate Assembly is entitled to more than one vote.
- K. Regional Vice-Presidents shall submit a list of affiliate and state/province delegates to the AMATYC Secretary no later than thirty (30) days prior to the start of the Delegate Assembly.
- L. Alternate Delegates may be named by the Regional Vice-President as the delegate replacing an affiliate or state/province delegate at the Delegate Assembly, by notifying the AMATYC Secretary in writing and providing appropriate credentials in writing no later than 6 pm of the day prior to the start of the Delegate Assembly.

Section 3 The Delegate Assembly's responsibilities are to:

- A. Vote on all dues changes as submitted by the Executive Board, in accordance with Article III.4.C.
- B. Vote on bylaw changes submitted to the Delegate Assembly.
- C. Present written recommendations to the Executive Board to be considered at the following Executive Board meeting.
- D. Approve position statements as presented by the Executive Board.

Section 4 Each state/province delegate shall perform the following duties:

- A. Represent that delegate's state/province at the Delegate Assembly meeting at the annual conference.
- B. Assist the regional vice president in promoting membership and activities for AMATYC in the state/province.
- C. Perform all duties according to policy.

Section 5 Each affiliate delegate shall perform the following duties:

- A. Represent the affiliate organization at the Delegate Assembly meeting at the annual conference.

- B. Keep the regional vice president abreast of the activities and concerns of members from the delegate's affiliate.
- C. Assist the regional vice president in promoting membership and activities for AMATYC at the affiliate meetings.
- D. Perform all duties according to policy.

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

## **ARTICLE VIII COMMITTEES**

### Section 1 Types of committees

- A. Committees fall into three general categories: Administrative Committees, Academic Committees, and Ad Hoc Committees and Task Forces. Administrative and academic committees are standing committees.
- B. All members of association committees must be AMATYC members. Non-AMATYC members may participate in academic committee work in a nonvoting capacity.

### Section 2 Administrative Committees

- A. Purpose  
Administrative committees handle and support the general functioning of the association.
- B. Established administrative committees  
The following administrative committees are established by these bylaws.
  1. Nominating Committee
  2. Membership Committee
  3. Strategic Planning Committee
  4. Finance Committee
  5. Foundation Board
- C. Objectives of the established administrative committees  
The general objectives of each of the committees in part B are the following:
  1. The Nominating Committee shall establish election procedures and, consistent with policy and Executive Board direction, recommend a slate of nominees for Executive Board approval.
  2. The Membership Committee shall develop and implement strategies to solicit new members and retain existing members.
  3. The Strategic Planning Committee shall develop and publish the AMATYC Strategic Plan.
  4. The Finance Committee oversees the budget development and serves in an advisory capacity to the Treasurer and Executive Board.
  5. The Foundation Board shall raise and disburse funds to support the mission of AMATYC.
- D. Other Administrative Committees  
Other administrative committees may be created and discharged as needed by the Executive Board to handle and support the general functioning of the association.

### Section 3 Academic Committees

- A. Purpose  
Academic committees support the general professional purposes and mission of the association, as stated in Article II and in the association's mission statement.
- B. Establishment of academic committees  
Academic committees are established and discharged by the Executive Board. Their designations and specific purposes will change as the needs of the association change. Each academic committee shall have a chair, appointed by the President.
- C. Duties of an Academic Committee Chairperson  
The chairperson of each academic committee shall perform the following duties:
  1. Chair the meetings of the academic committee.

2. Coordinate the activities of the academic committee.
3. Prepare the annual budget of the academic committee and submit it to the Treasurer according to the established schedule.
4. Prepare reports of the academic committee's activities and submit them to the President according to the established schedule.
5. Perform all duties according to policy.
6. Perform all other duties necessary for the academic committee to function.

#### Section 4 Ad Hoc Committees and Task Forces

##### A. Establishment

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

##### B. Purpose and duration

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

### **ARTICLE IX POSITION STATEMENTS**

#### Section 1 Purpose of Position Statements

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

#### Section 2 Process for Development of Position Statements

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

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

### **ARTICLE X REMOVAL FROM OFFICE**

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

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

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

### **ARTICLE XI AMATYC REGIONS**

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

Region 1 – Northeast:

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

Region 2 – Mid-Atlantic:

Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, West Virginia

Region 3 – Southeast:

Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, Virgin Islands and other Caribbean Islands

Region 4 – Midwest:

Illinois, Indiana, Kentucky, Michigan, Ohio, Wisconsin

Region 5 – Central:

Arkansas, Colorado, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Utah, Wyoming; Manitoba, Saskatchewan

Region 6 – Southwest:

Arizona, New Mexico, Oklahoma, Texas; Mexico

Region 7 – Northwest:

Alaska, Idaho, Montana, Oregon, Washington; Alberta, British Columbia, Northwest Territories, Nunavut, Yukon Territory, other International Locations

Region 8 – West:

California, Hawaii, Nevada, Pacific Islands

Section 2 A member's region is determined by the location of the individual's primary professional contributions related to AMATYC's objectives (Article II).

#### **ARTICLE XII PARLIAMENTARY AUTHORITY**

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

#### **ARTICLE XIII AMENDMENT**

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

#### **ARTICLE XIV DISSOLUTION**

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