

# Bylaws

## *Article 1 - Name*

The name of the Association is the Georgia Mathematical Association of Two-Year Colleges (GMATYC). The Association is affiliated with the American Mathematical Association of Two-Year Colleges.

## *Article 2 – Mission Statement*

The Georgia Mathematical Association of Two-Year Colleges is a non-profit, educational association. Our mission is to:

- a. Ensure the preparation of scientifically and technologically literate citizens who are capable of making educated decisions, who have skills needed by business and industry, and who will continue to educate themselves by encouraging the development of effective mathematics programs;
- b. Afford a state forum for interchange of ideas by serving as a network for communications and actions among faculty across the state of Georgia;
- c. Develop and improve the mathematics education and the mathematics-related experience of students in their first two-years of college mathematics;
- d. Promote the professional welfare and development of its members;
- e. Promote support for and involvement in the America Mathematical Association of Two-Year Colleges (AMATYC), and to disseminate information from AMATYC.

## *Article 3 - Membership*

Any person becomes a member upon filling out the membership form and paying dues for the current membership year. The membership year shall begin at the close of each annual business meeting. Only non-student members of the Association may hold office, nominate candidates for office, or serve on official committees. Dues are paid by all members at the designated rates set at the annual meeting.

Only non-student members have voting privileges. Student members must be full time students but they have reduced rate dues.

## *Article 4 - Duties of Officers*

The officers of the Association are President, President-Elect, Secretary, Treasurer, Publications Coordinator, Webmaster and Past President. These officers constitute the

Executive Board. The affairs of the Association are conducted by the Executive Board, subject to the authority of the membership.

**The President shall:**

- a. Preside at all meetings of the Association, serve as Chairman of the Executive Board, and prepare the agenda for all regular and Board meetings;
- b. Serve as an ex officio member of all committees;
- c. Perform all other duties that regularly pertain to the office;
- d. Organize and coordinate the program of the annual meeting;
- e. Serve as a delegate to the national convention of AMATYC;
- f. Appoint GMATYC delegates to the national convention of AMATYC

**The President-Elect or Past-President shall:**

- a. Coordinate publicity and public relations activities
- b. Act as an ex officio member of the Membership committee.
- c. The President-Elect will chair the Bill Bompert Teaching Excellence Award Committee. Members of this committee will be selected by the President.

**The Secretary shall:**

- a. Be in charge of the non-financial records of the Association;
- b. Notify members of Association meetings and Board meetings;
- c. Be responsible for the official correspondence of the Association;
- d. Keep accurate permanent records of meeting of the Association and the Executive Board;
- e. Send membership cards to members.

**The Treasurer shall:**

- a. Be in charge of the financial records and funds of the Association;
- b. Be in charge of all receipts and disbursements of the Association and keep accurate records of the same;
- c. Make a financial report at each regular business meeting;
- d. Make an annual report, audited by a supervisory committee before the annual business meeting;
- e. Propose an annual budget, and, after approval by the Executive Board, present it at the annual business meeting;
- f. Keep an up-to-date file and mailing list of members of the organization.

**The Publications Coordinator shall:**

- a. Oversee the production and distribution of the newsletter on a regular basis;
- b. Collect and edit appropriate articles for the newsletter;

c. Publish notices of meetings, elections, and other official business as determined by the Executive board.

**The Webmaster shall:**

a. Maintain the organization's webpage.

**Other Appointed Positions:**

Other positions should be appointed as deemed necessary by the Executive Board. These could include a Voting Coordinator (who will run the on-line elections) and a Listserve Coordinator (who is in charge of maintaining the organizations listserve).

**Term of Office:**

The President, Secretary, and Treasurer each serve a two-year term. The Publications Coordinator and Webmaster are appointed by the Executive Board to three-year terms. The President-Elect is chosen one year after the President is elected. The President-Elect automatically succeeds the President at the end of the President's term. The Past-President serves for one year after serving as President. In the event that an officer other than the President leaves office before the expiration of the regular term, the Executive Board shall appoint a replacement for the remainder of the term. Should the President leave office before the expiration of the regular term, the President-Elect will complete the unfinished term in addition to his/her regular term. If there is no current President-Elect and the office of the President becomes vacant, then the Past-President will serve for the remainder of the business year.

***Article 5 - Nominating committee***

The nominating committee shall consist of four members elected by the membership. The members will serve two-year terms. Two members will be elected in even-numbered years and two members will be elected in odd-numbered years. The committee shall designate one of its members as Chairman. The nominating committee shall select a slate of nominees with at least one candidate for each office to be filled. Each year the nominating committee will also submit at least two candidates for the two vacant positions on the succeeding nominating committee. Nominations and self-nominations must be received by a member of the nominating committee no later than 60 days prior to the annual business meeting. These ballots are to be returned to the nominating committee at least one week prior to the annual meeting. The Chair of the nominating committee is responsible for the mailing and tabulation of the ballots. All correspondence may be done electronically.

The Chairman of the nominating committee will report the election results to the President and submit the returned ballots to the Secretary. Elections shall be by plurality of the ballots returned to the nominating committee by the specified date.

***Article 6 - Membership Committee***

The President shall appoint a committee of six members representing various geographic regions of the state. The President shall designate one of these as Chairman. Each

member of this committee shall serve a three-year term with the following exception: two of the original members shall serve one-year terms and two more the original committee shall serve two-year terms. The committee shall be responsible for promoting membership in the Association and member services.

***Article 7 - Liaison to the Georgia Council of Teachers of Mathematics***

A member will be appointed each year by the GMATYC president to be the liaison to the Georgia Council of Teachers of Mathematics (GCTM). He or she shall attend all GCTM Executive Board meetings and write a report to the GMATYC president about each meeting. The report will be published in the GMATYC Newsletter or given at the annual meeting.

***Article 8 - Amendments to the By-Laws***

Amendments to the By-Laws may be proposed by a majority vote of the members at the annual business meeting. The proposed changes become part of the By-Laws by the affirmative vote of a simple majority of members responding by mail or email ballot by the deadline stated on the ballot. Ballots will be prepared, distributed, and tallied by the Executive Board or its delegates.

***Article 9 - Elections***

Officers are elected by regular members using the procedures outlined in the By-Laws. New officers start their term immediately following the meeting after each election.

***Article 10 - Rules***

The rules contained in the latest edition of Robert's Rules of Order govern in all cases to which they are applicable and in which they are not inconsistent with this Constitution or By-Laws.

***Article 11 - Dissolution***

The Association may be dissolved only after an amendment of this Constitution has been adopted that provides for the transfer of all unencumbered funds to an organization with similar purposes.

May 13, 1988

Revised May 1992

Revised 2009