

## **Section I**

### **Constitution and Bylaws**

## **CONSTITUTION AND BY-LAWS**

### **North Carolina Mathematics Association of Two-Year Colleges**

Ratified October 17, 1988

Amended March 26, 2002

Amended March 10, 2006

#### **ARTICLE 1. NAME**

The name of the Association is the North Carolina Mathematics Association of Two-Year Colleges, NCMATYC.

#### **ARTICLE 2. PURPOSE**

The Association is a non-profit, education association. The purpose of the Association is:

1. To establish and maintain channels of communication among teachers of mathematics at two-year colleges;
2. To promote communication and cooperation among two-year college mathematics instructors and other mathematics educators;
3. To encourage the development of effective mathematics courses;
4. To improve the mathematics-related experiences of two-year college students and instructors;
5. To encourage local efforts to achieve excellence in mathematics education;
6. To promote the professional development and welfare of its members.

#### **ARTICLE 3. AFFILIATION**

The Association shall be affiliated with the North Carolina Council of Teachers of Mathematics and the American Mathematical Association of Two-Year Colleges.

#### **ARTICLE 4. MEMBERSHIP**

##### Section 1. Eligibility

Membership in NCMATYC is open to all persons interested in promoting the purposes of the Association.

##### Section 2. Classification of Members

The Executive Board may establish various types of membership, recommend the dues of each, and designate rights, privileges and responsibilities of such membership, with the approval of the membership.

##### Section 3. Member in Good Standing

A member in good standing is one whose dues are no more than 4 months in arrears. [3/06]

#### **ARTICLE 5. DUES**

Dues are paid at the designated rate set by the Association at the annual meeting.

## **ARTICLE 6. ORGANIZATION**

There shall be three regions of the NCMATYC: the Western Region of NCMATYC, the Central Region of NCMATYC, and the Eastern Region of NCMATYC.

The Western Region of NCMATYC shall be composed of the following counties:

Alexander, Allegheny, Ashe, Avery, Buncombe, Burke, Caldwell, Catawba, Cherokee, Clay, Cleveland, Gaston, Graham, Haywood, Henderson, Jackson, Lincoln, Macon, Madison, McDowell, Mecklenburg, Mitchell, Polk, Rutherford, Swain, Transylvania, Watauga, Wilkes, and Yancey.

The Central Region of NCMATYC shall be composed of the following counties:

Alamance, Anson, Cabarrus, Caswell, Chatham, Cumberland, Davidson, Davie, Durham, Forsyth, Guilford, Harnett, Hoke, Iredell, Lee, Montgomery, Moore, Orange, Person, Randolph, Richmond, Robeson, Rockingham, Rowan, Scotland, Stanley, Stokes, Surry, Union, and Yadkin.

The Eastern Region of NCMATYC shall be composed of the following counties:

Beaufort, Bertie, Bladen, Brunswick, Camden, Carteret, Chowan, Columbus, Craven, Currituck, Dare, Duplin, Edgecombe, Franklin, Gates, Granville, Greene, Halifax, Hertford, Hyde, Johnston, Jones, Lenoir, Martin, Nash, New Hanover, Northampton, Onslow, Pamlico, Pasquotank, Pender, Perquimans, Pitt, Sampson, Tyrrell, Vance, Wake, Warren, Washington, Wayne, and Wilson.

## **ARTICLE 7. OFFICERS**

### Section 1. Elected Officers

The officers of the Association are President, President-Elect, Secretary, Treasurer, Eastern North Carolina Regional Vice-President, Central North Carolina Regional Vice-President, Western North Carolina Regional Vice-President, and Past-President.

### Section 2. Term of Office

Each officer serves for a term of two years, taking office at the board retreat beginning no later than June 1<sup>st</sup> after the election. The President-Elect automatically succeeds the President at the end of the President's term, and the President automatically succeeds the Past-President. [3/11]

### Section 3. The Executive Board

- a. The affairs of the Association are conducted by the officers of the Association, called the Executive Board.
- b. Actions by the Executive Board are subject to the approval of the membership.
- c. The Executive Board will meet at least twice a year. These two meetings will be open to members of the Association and will be announced at least two weeks prior to the meeting. The President may call additional meetings as he/she deems necessary.
- d. A quorum consists of the Board members present at any called meeting.
- e. The North Carolina Community College System's Mathematics representative will be an ex-officio member of the Executive Board.

### Section 4. Unexpired Terms

- a. In the event that an officer other than the President or Past-President leaves office before the expiration of the regular term, the Executive Board shall appoint a replacement for the remainder of the term.

- b. Should the President leave office before the expiration of the regular term, the President-Elect will complete the unfinished term as President in addition to his/her term as President-Elect, if he/she decides to resign as President-Elect that position can be filled as outlined in part (a). [3/11]
- c. If there is no current President-Elect and the office of President becomes vacant, then the Executive Board shall elect a President from the three regional Vice-Presidents.
- d. In the event the Past-President cannot serve out his/her full term, then the Nominating Committee will select a member of the Nominating Committee as the Chair to carry out the duties of the Past-President.

#### Section 5. Successive Terms

No officer shall hold any office for more than two successive terms.

#### Section 6. Duties

- a. The President shall:
  1. Preside at all meetings of the Association, serve as Chairman of the Executive Board and the Annual Assembly, and prepare the agenda for all Annual and Board meetings.
  2. Act as ex-officio member of all committees.
  3. Perform all other duties that regularly pertain to the office.
  4. Appoint delegates as needed to affiliate organizations.
  5. Take charge of publicity, public relations and membership.
  6. Appoint one of the three Regional Vice-Presidents to serve in his/her place in case of temporary absence.
  7. Act as the official representative to NCCTM and AMATYC.
- b. The President-Elect shall:
  1. Chair the Spring Conference.
  2. Chair the Audit Committee.
  3. Appoint Audit Committee members subject to the approval of the President.
- c. The Treasurer shall:
  1. Be in charge of financial records and funds of the Association.
  2. Be in charge of all receipts and disbursements of the Association and keep accurate records of the same.
  3. Make a financial report at each Executive Board meeting.
  4. Make an annual report, audited by the Audit Committee, at the Spring Conference.
  5. Must file federal taxes by April 15<sup>th</sup> of each year. [3/11]
- d. The Secretary shall:
  1. Notify members of Association meetings and Board meetings.
  2. Keep an up-to-date file and mailing list of members and potential members.
  3. Be responsible for the official correspondence to the Association.
  4. Keep accurate permanent records of meetings of the Association and the Executive Board.
- e. The Regional Vice-President shall:
  1. Be in charge of local arrangements when the Spring Conference falls in his/her region.
  2. Coordinate communication among members in his/her region.
  3. Solicit members from his/her region.
- f. The Past-President shall:
  1. Chair the Nominating Committee.
  2. Prepare a ballot for the biennial election of officers of the Association, to be distributed at least six weeks six weeks before the spring conference of the election year. [3/06]
  3. Receive and tally votes, reporting the results (with the actual ballots) to the Secretary at least two weeks before the spring conference. [3/06]

- Section 7. Election Procedures
- a. The Nominating Committee shall consist of the Past-President plus three members, one from each region, appointed by the President.
  - b. The Nominating Committee shall select a slate of nominees with at least two candidates for each office. Names of possible candidates shall be submitted to the Nominating Committee by December 31. Anyone desiring nomination for an office shall notify any member of the Nominating Committee in writing by mail by December 31.
  - c. At least six weeks before the spring conference, the nominating committee shall distribute the slate of nominees to all members in good standing. [3/06] A separate ballot shall be distributed to each of the three regions showing the candidates for statewide offices and the appropriate regional office. Enclosed in each envelope shall be the ballot, a brief biography of each candidate, and a return envelope addressed to the Past-President. The ballot shall provide a space for write-in candidates. The chairman of the Nominating Committee is responsible for the distribution of ballots.
  - d. Complete ballots must be returned to the Chair of the Nominating Committee at least 3 weeks prior to spring conference to be valid. [3/06]
  - e. Election shall be by plurality of the ballots returned to the Nominating Committee by the specified date. The Chair of the Nominating Committee shall tabulate the results and report the results to the President.
  - f. The completed ballots shall be delivered to the Secretary who will keep them for one year.
  - g. No member of the Nominating Committee shall run for any office.
  - h. Any candidate for the general election of officers must have a current membership in the organization.

## **ARTICLE 8. MEETINGS**

- Section 1. Annual Meeting  
The Association shall hold annual meetings in conjunction with the Annual NCMATYC Spring Conference. The annual business meeting will be held at this time. A quorum of each business meeting shall consist of the voting membership at the business meeting.
- Section 2. Regional Meetings  
Any Regional Vice-President may elect to hold regional meetings during the regional meetings of the NCCTM. Two-week notice should be given to regional members.

## **ARTICLE 9. COMMITTEES**

Committees are created as needed by the Executive Board to carry out the purpose of the Association. These committees are dissolved, when appropriate, by the Executive Board.

- Section 1. The standing committees of this Association shall be:
- a. Nominating Committee
  - b. Audit Committee
- Section 2. It shall be the duty of the chair of each committee to:
- a. Chair the meetings of the committee.
  - b. Coordinate the activities of the committee.
  - c. Report to the Executive Board on the functions of the committee.
  - d. Prepare the annual report of the activities of the committee.
  - e. Prepare the annual budget of the committee.
  - f. Serve for a two-year term.

## **ARTICLE 10. AMENDMENTS**

### Section 1. Proposal of Amendments

Amendments may be proposed by a majority vote of the Executive Board, or by a petition of ten percent of the members of the Association, presented to the Executive Board.

### Section 2. Method of Submission

Regardless of the source of origin, all proposed amendments to this constitution shall be reported to the membership of the Executive Board at least one month before they are voted upon.

### Section 3. Referendum on Constitutional Amendments

All proposed amendments shall be submitted in writing to each member of NCMATYC at least ten days prior to the Annual Meeting. Voting shall take place at the Annual Meeting.

### Section 4. Ratification of Amendments

Amendments to this constitution shall be ratified by a vote of two-thirds of the ballots cast at the Annual Meeting.

### Section 5. Effective Date

Any constitutional amendment shall become effective on August 15 following its ratification unless another effective date is specified in the amendment.

## **ARTICLE 11. PARLIAMENTARY PROCEDURE**

Robert's Rules of Order, Revised, shall be the authority governing all matters of procedure not otherwise specified in the Constitution. The Past-President shall serve as parliamentarian.

## **ARTICLE 12. DISSOLUTION**

If, at any time, this organization shall cease to carry out the purposes as herein stated, all assets and property held by it, whether in trust or otherwise, shall, after payment of its liabilities, be paid over to an organization, selected by the final officers, which has similar purpose and has established its tax exempt status under Section 501 (C)(3) of the Internal Revenue Code of 1954 as now enacted or as it may hereafter be amended, and such assets and property shall be applied exclusively for charitable, scientific, and educational programs.

## **ARTICLE 13. RATIFICATION OF CONSTITUTION**

This constitution was ratified by a vote of two-thirds of the ballots cast by those present at the organizational meeting held during the DCC convention on October 17, 1988. The first slate of officers was elected at that organizational meeting and did hold office until May 1, 1990.