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No 21784

DEPT. ACCT. NUMBER 111100

MANATEE COMMUNITY COLLEGE

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THE CONSTITUTION OF THE TENNESSEE MATHEMATICAL  
ASSOCIATION OF TWO-YEAR COLLEGES  
MAY 8, 1981

Article 1 - Name

The name of the Association is the Tennessee Mathematical Association of Two-Year Colleges.

Article 2 - Purpose

The Tennessee Mathematical Association of Two-Year Colleges is a non-profit, education association. The Purpose is

- a. to encourage the development of effective mathematics programs;
- b. to afford a state forum for interchange of ideas;
- c. to further develop and improve the mathematics education and the mathematics-related experiences of students in two-year colleges;
- d. to promote the professional welfare and development of its members.

Article 3 - Membership

Any person interested in two-year college mathematics education is eligible for regular membership.

Article 4 - Dues

Dues are paid by all members at the designated rates set by the annual Assembly.

Article 5 - Officers

The officers of the Association are President, President-Elect, Secretary-Treasurer, East Tennessee Regional Vice-President, Middle Tennessee Regional Vice-President, West Tennessee Regional Vice-President, and Past President. Each serves for a term of two years except for the President-Elect, who will be elected for a one-year term one year after the election of the other officers. The President-Elect automatically succeeds the President at the end of the President's term. The affairs of the Association are conducted by the officers of the Association, called the Executive Board, subject to the authority of the membership. 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 Executive Board shall elect a president from the three regional vice-presidents.

Article 6 - Meetings

The Association shall hold annual meetings in conjunction with the Tennessee Mathematics Teachers Association. The annual business meeting will be held at this time.

Article 7 - Elections

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

#### Article 8 - 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.

Article 9 - The rules contained in Robert's Rules of Order, Revised, govern in all cases to which they are applicable and in which they are not inconsistent with this Constitution or By-Laws.

#### Article 10 - Amendment Procedure

Proposed amendments to this Constitution are initiated by a majority vote of the total annual Assembly. Ratification of a proposed amendment is conducted by a mail ballot of all members. A two-thirds vote of approval of the members responding by the deadline stated on the ballot is required for ratification. Ballots will be prepared, distributed, and tallied under the director of the Executive Board or its delegate(s).

#### Article 11 - Affiliation

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

#### Article 12 - 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.

#### Article 13 - Adoption

This constitution shall be adopted when approved by the majority of the interested people attending the May 8, 1981, organizational meeting and when copies have been mailed by the temporary chairman to all two-year colleges in Tennessee.

BY-LAWS OF THE  
TENNESSEE MATHEMATICAL ASSOCIATION  
OF TWO-YEAR COLLEGES

Article 1 - 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 regular meeting. Only members of the Association may hold office, nominate candidates for office, or serve on official committees.

Article 2 - Duties of Officers

The President shall:

- a. preside at all meetings of the Association, serve as Chairman of the Executive Board and the Annual Assembly, and prepare the agenda for all Assembly and Board meetings.
- b. act as 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 regular meeting and convention.
- e. appoint state delegates to the national convention of AMATYC.
- f. take charge of publicity, public relations, membership.
- g. appoint one of the three regional vice-presidents to serve in his/her place in case of temporary absence.

The President-Elect shall:

serve as a non-voting member of the Executive Board.

The Secretary-Treasurer shall:

- a. be in charge of 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 at the annual regular meeting.
- e. notify members of Association meetings and Board meetings.
- f. keep an up-to-date file and mailing list of members and potential members.
- g. be responsible for the official correspondence to the Association.
- h. keep accurate permanent records of meetings of the Association and the Executive Board.

The Regional-Vice President shall:

- a. be in charge of local arrangements when the annual meeting falls in his/her region.
- b. coordinate communication among members in his/her region.
- c. solicit members from his/her region.

### Article 3 - Election Procedures

- a. The nominating committee shall consist of three members, one from each region, appointed by the President. The President shall designate one of these as Chairman. The nominating committee shall elect a slate of nominees with at least two candidates for each office. Anyone desiring nomination for an office shall notify any member of the nominating committee in writing by mail and present to the member a brief biographical sketch at least four months prior to the annual meeting. The nominating committee shall mail the slate of nominees and the biographical sketches to all members in good standing at least two months prior to the annual meeting. These ballots are to be returned to the nominating committee at least one month prior to the annual meeting. The Chairman of the nominating committee is responsible for the mailout and tabulation of the ballots. The Chairman of the nominating committee will report the election results to the President. Elections shall be by plurality of the ballots returned to the nominating committee by the specified date.

### Article 4 - Amendment of the By-Laws

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

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PROPOSED CHANGES TO THE CONSTITUTION AND BY-LAWS OF THE FCTM

CONSTITUTION  
Florida Council of Teachers of Mathematics

Article I  
NAME

The name of this organization will be the Florida Council of Teachers of Mathematics.

Article II  
PURPOSES

The purpose of the Florida Council of Teachers of Mathematics is:

- To promote the improvement of instructional programs of mathematics in Florida,
- To promote cooperation and communication among the teachers of mathematics in Florida,  
and
- To affiliate with national organizations when such affiliation seems beneficial to the interest of the teaching of mathematics.

Article III  
MEMBERSHIP

- A. Membership in this organization will be open to all who are interested in mathematics and the teaching of mathematics.
- B. Any full-time student in good standing at an accredited teacher education institution in Florida will be eligible for a student membership. A student membership will have all rights of membership except voting and holding office. Dues for such membership will be half the regular dues.
- C. Any school may secure institutional membership. Such memberships will be for informational purposes and will not involve voting rights or holding office.
- D. Dues
  - 1. The membership fee shall be set by the Board of Directors of the Florida Council of Teachers of Mathematics.
  - 2. Individual dues will be valid for one year for the period of January 1 through December 31. Dues are payable to the Treasurer.
  - 3. Institutional memberships will be subject to the same annual dues and payment policies as individual memberships.
  - 4. Any change in dues for the following year will be voted on by the membership at the October business meeting on recommendation of the Board of Directors.

Article IV  
OFFICERS

- A. The officers of the Florida Council of Teachers of Mathematics will be President, President-Elect, Immediate Past President, Vice President of Elementary School Mathematics, Vice President of Middle/Junior High School Mathematics, Vice President of Senior High School Mathematics, Vice President of College Mathematics, Secretary, and Treasurer.
  - 1. The President-Elect, the Vice Presidents, the Secretary, and the Treasurer will be nominated either by the Committee on Nominations and from the floor of the Council at the General business meeting in October. The procedures for balloting will be prescribed by the Board of Directors and executed by the Committee on Elections.

2. The President, President-Elect, Immediate Past President, Vice Presidents, Secretary and Treasurer will serve as an Executive Committee under the guidelines established by the Board of Directors.
3. The term of office for each elected officer other than the President-Elect will be for two years. All terms in office will extend from January 1 of the first year through December 31 of the second year. The Vice Presidents, Secretary, and Treasurer may serve successive terms. The President-Elect becomes President one year following his/her election and serves as Immediate Past-President for one year following the presidency.
4. Candidates for the office of President-Elect must have served at least one year on the Board of Directors within the last five years.
5. Candidates for Treasurer must be bonded prior to nomination.

B. The duties of the elected officers will be as follows:

1. President

It will be the duty of the President to:

- a. Call and preside over all general meetings of the Council, and such special meetings as may be approved by the Board of Directors.
- b. Chair the Board of Directors and the Executive Committee.
- c. Serve as an ex-officio member of every committee.
- d. Plan an active program for the Council and for the improvement of mathematics education.
- e. Carry out the charges of the Council in its regular and special meetings.
- f. Make any necessary appointments for Parliamentarian, Chaplain, Historian, committee membership or vacant offices, with the approval of the Executive Council.
- g. Represent the Council in meetings and through correspondence with other organizations in accordance with the direction of the Board of Directors.
- h. Make an annual report to the membership in the FCTM Journal, *Dimensions in Mathematics*.
- i. Direct the Elections Committee Chair, the Secretary and the Publicity Committee Chair to announce results of elections.
- j. Announce results of election at Fall Conference, if possible.
- k. Prepare and send necessary reports to organizations with which the Council may become affiliated.
- l. Serve as the Council's delegate to the National Council of Teachers of Mathematics Convention during the first year of his/her two year term.
- m. Serve as Chair of the Nomination Committee during the second year of his/her two year term.



2. President-Elect/Immediate Past-President  
(President-Elect to be elected in odd-numbered years.)

It will be the duty of the President-Elect/Immediate Past-President to:

- a. Act in the absence of the President and act for the President when requested to do so.
- b. Serve as a member of the Board of Directors and the Executive Committee.
- c. Serve as a resource person to the subsequent Fall Conference Program Committee.
- d. Serve as the Council's delegate to the National Council of Teachers of Mathematics Convention. (Duty of the President-Elect)
- e. Chair the Nomination Committee. (Duty of the Immediate Past President)
- f. Chair the Constitution and By-Laws Committee.
- g. Perform other duties as assigned.

4. Vice President of Elementary, Middle/Junior, High School, or College:  
(Elementary and High School to be elected in odd-numbered years;  
Middle/Junior and College to be elected in even-numbered years.)

It will be the duty of each Vice President to:

- a. Serve as a member of the Board of Directors and the Executive Committee.
- b. Serve as a resource person to the Fall Conference Program Committee.
- c. Coordinate all activities of the FCTM related to the level of instruction designated by the office held.
- d. Serve as an ex-officio member of the Membership and Curriculum Committees.
- e. Serve on an Audit Committee of the Treasurer's Annual Report and records.
- f. Perform other duties as assigned.

4. Secretary  
(Secretary to be elected in odd-numbered years.)

It will be the duty of the Secretary to:

- a. Record the proceedings of all meetings of the Council and the Board of Directors and be prepared to present the records for information or approval as requested by the President.
- b. Keep the records in a manner acceptable to the Board of Directors.
- c. Serve as a member of the Board of Directors and the Executive Committee, and as Secretary for each.
- d. Obtain and preserve records of the proceedings of all committees.
- e. Upon receipt of notification by the President, inform, in writing, all candidates for elective office of the results of the election.
- f. Perform other duties as assigned.

5. Treasurer

(Treasurer to be elected in even-numbered years.)

It will be the duty of the Treasurer to:

- a. Serve on the Board of Directors and the Executive Committee.
- b. Receive and keep account of all money.
- c. Prepare Treasurer's Annual Report and other financial reports as needed.
- d. Pay out money when duly authorized by the President and/or the Board of Directors.
- e. Present proposed budget to the Board of Directors and, upon their approval, present the proposed abudget to the membership at the Annual Meeting.
- f. Perform other duties as assigned.

**Article V**  
**District Directors**

A. The District Directors of the Florida Council of Teachers of Mathematics will be elected from designated geographic regions of the State of Florida as determined by the Board of Directors. Procedures for election will be the same as those for all other elected officers.

1. The term of office for the district directors will be for two years. Directors in odd-numbered districts will be elected in odd-numbered years and the directors for the even-numbered districts will be elected in even-numbered years.
2. A District Director may serve consecutive terms.

B. The duties of the District Directors are as follows:

1. Serve as a member of the Board of Directors.
2. Serve as a resource person for a Fall Conference being held in their district.
3. Serve on the Membership Committee.
4. Perform other duties as assigned.

**Article VI**  
**BOARD OF DIRECTORS**

A. There will be a Board of Directors composed of the elected officers named under Article IV; Parliamentarian, Chaplain, and Historian; a director from each geographical district of the State; and the Chairs of Standing Committees, as outlined in the By-Laws.

B. There will be a minimum of three regular meetings of the Board of Directors called each year by the President, as follows:

1. Each member of the Board of Directors attending these meetings may be reimbursed for necessary travel expenses in accordance with policy determined by the Council at its annual meeting, but not to exceed the current official State of Florida travel rates.

2. A Board meeting will be held during the annual mathematics conference. Members of the Board of Directors shall receive no remuneration for attendance at this meeting.
  3. A majority of the members of the Board of Directors will constitute a quorum.
- C. It will be the duty of the Board of Directors to control and manage the affairs and funds of the Council in accordance with the charges of the Council as expressed in its general meetings. Among these are:
1. Fill all vacancies that may occur during the year upon recommendation of the President.
  2. Authorize all expenditures.
  3. Hear reports of the various officers and committee chairs.
  4. Report, in brief, all of its actions through the Secretary to the editor of the FCTM Journal for publication and to the next succeeding general meeting of the Council.
- D. Ex-Officio Members

Other ex-officio non-voting members of the Board may be appointed by the President with the approval of the Board of Directors. These include representatives from organizations such as the Florida Association of Mathematics Supervisors, Florida Association of Mathematics Educators, Florida Section of Mathematics Association of America, Florida Two-Year College Mathematics Association, Government Relations Representative, and Chairs of ad-hoc committees.

#### Article VII COUNCIL MEETINGS

- A. There will be one general business meeting of the Council held each year at the time and place of the Fall Conference.
- B. In case of need or desirability, the President may, with the advice of and consent of the Board of Directors, call special meetings of the Council.

#### Article VIII AMENDMENTS

- A. Amendments to the Constitution may be proposed in either of two ways, as follows:
  1. Present the proposed amendment in one general meeting of the Council with the request that it may be voted upon at the next succeeding general business meeting.
  2. Present the proposed amendment(s) in writing at a meeting of the Board of Directors. If the Board deems the need sufficiently pressing, it may present the proposed amendment for vote at the next general business meeting, provided this proposed amendment has been published in the FCTM Journal at least thirty days prior to said meeting.
- B. The Board of Directors will have the right to codify for clarification the Constitution and By-Laws without going through the process of Amendment as outlined above.

#### Article IX PARLIAMENTARY PROCEDURE

All matters of procedure not specified in this Constitution will be governed by the Revised Robert's Rules of Order.

**Article X  
DISSOLUTION**

If at any time the organization will cease to carry out the purposes as herein stated, all assets and property held by it, whether in trust or otherwise, will, after the payment of its liabilities, be paid over to an organization, selected by the final Board of Directors of the Florida Council of Teachers of Mathematics, which has similar purposes, and such assets and property will be applied exclusively for such charitable, scientific and educational programs.

**Article XI  
DATE OF EFFECTIVENESS**

This Constitution will become effective immediately after being approved by the majority of the persons present and voting, October 21, 1966, Palm Beach, Florida.

Amended October 16, 1970; Orlando, Florida  
Amended March 30, 1973; Jacksonville, Florida  
Amended October 17, 1975; Miami Beach, Florida  
Amended October 15, 1976; Orlando, Florida  
Amended October 19, 1979; Cocoa Beach, Florida  
Amended October 15, 1981; Miami Beach, Florida  
Amended October 16, 1987; Ft. Myers, Florida

## BY-LAWS

The following constitute the by-laws of the Florida Council of Teachers of Mathematics. Changes may be made upon recommendation of the Executive Committee and approval of the Board of Directors.

### A. Standing Committees:

There will be eight standing committees, of which all official members must be members in good standing of the Florida Council of Teachers of Mathematics. Chairs of these standing committees will be appointed by the President of the Council for one year unless otherwise specified. At the end of the one year term, an individual may be reappointed. All standing committees are responsible to the Board of Directors for matters of policy, operation and expenditures. These committees will be constituted and charged as follows:

#### 1. Publications

- a. There will be an Editorial Board composed of at least two members. The Chair(s) of the Editorial Board will be the Editor(s) of the FCTM journal.
- b. This committee will review, edit, and distribute all FCTM publications. In particular, it will prepare and secure publication of the FCTM journal at least three times a year. The dates of publication will be agreed upon by the Board of Directors.
- c. The Journal of the Florida Council of Teachers will be known as "Dimensions in Mathematics".

#### 2. Publicity/Fund-Raising

- a. This committee will be composed of a Chair and at least two additional members.
- b. It will be the duty of the Publicity/Fund-Raising Committee to:
  - (1) Stay thoroughly informed as to the plans and proceedings of the Council, the Board of Directors, and the committees of the Council.
  - (2) Release stories of such plans and proceedings through all desirable channels.
  - (3) Plan or approve fund-raising activities for the Council within procedures approved by the Board of Directors.

#### 3. Membership

- a. This committee will be composed of a Chair and the duly elected district directors.
- b. It will be the duty of the Membership Committee to:
  - (1) Originate and put into operation plans for securing the largest possible membership in the Council.
  - (2) Encourage attendance at meetings of the Council.
  - (3) Compile and maintain a list of members and supply copies and/or mailing labels as requested, to the Chair of Publicity/Fund-Raising, Elections, Publications, and Nominations; the District Directors, and the President.

#### 4. Curriculum

- a. This committee will be composed of a Chair and members representative of the levels of instructional materials currently being considered for adoption.
- b. It will be the duty of this committee to cooperate with and offer suggestions to the Mathematics Instructional Materials Council of the State Department of Education.

5. Conference

- a. This committee will be composed of the Chair, the President-Elect/Immediate Past-President, the Vice Presidents, and no more than three (3) additional members appointed by the Chair.
- b. It will be the duty of this committee to:
  - (1) Maintain and revise the *Conference Guidelines* with the approval of the Board of Directors.
  - (2) Recommend possible sites for Annual Conferences no less than three (3) years in advance.
  - (3) Assist local affiliates with site inspection and selection.
  - (4) Assist local affiliates with their initial proposal to the Board of Directors.
  - (5) Assist and approve negotiations and contracts at the host site, before submission to the Board of Directors.
  - (6) Approve selection of Local Arrangement Chairs and the Program Committee for each Annual Conference. One member of the Program Committee will be the appropriate District Director.
  - (7) Assist in preparation of programs for the Annual Conference.

6. Talented and Gifted Students

- a. This committee will be composed of a Chair and four additional members appointed by the Chair.
- b. It will be the duty of this committee to:
  - (1) Plan and promote a program designed to encourage talented and gifted students in the study of mathematics.
  - (2) Inform the membership of FCTM through articles in the FCTM journal of local, state, and national activities related to talent and gifted students.
  - (3) Work with other FCTM committees on matters related to talented and gifted students.
- c. The chair will act or delegate someone to act as the representative of the Florida Council of Teachers of Mathematics to the Florida Foundation of Future Scientists (FFFS) and attend meetings of that organization, when practical.

7. Low-Achieving Students

- a. This committee will be composed of a Chair and five additional members. The membership will include a representative from each of the following grade levels: primary, upper elementary, middle/junior high school, high school and two-year college.
- b. It will be the duty of this committee to:
  - (1) Plan and promote a program designed to enhance the teaching of mathematics to low-achieving students.
  - (2) Inform the membership of FCTM through articles in the FCTM journal of local, state, and national activities related to teaching low-achieving students.
  - (3) Work with other FCTM committees on matters related to low-achieving students.

## 8. Certification

- a. This committee will be composed of a Chair and a maximum of five additional members, to be appointed by the Chair, with one member being chosen from each of the following six levels: elementary school, middle/junior high school, high school, two-year college, and university.
- b. Each member will serve three year terms; however, for the initial appointment two members will serve for a one year term; two members for a two year term, two members for a three year term for the purpose of continuity of the committee.
- c. It will be the duty of this committee to:
  - (1) Study certification requirements at each of the designated levels.
  - (2) Make recommendations to the agencies, departments, commissions or councils within the State Department of Education.
  - (3) Work with the Government Relations Representative of the Florida Council of Teachers of Mathematics.

## B. Special Committees

### 1. Nominations

- a. The committee will be chaired by the President or Past-President as specified in Article IV of the Constitution. At least two (2) additional members shall be appointed by the Chair.
- b. It will be the duty of this committee to:
  - (1) Report at the general business meeting of the mathematics conference.
  - (2) Nominate at least one candidate for each elective office and district directorship for which elections are to be held.
  - (3) Present a slate of candidates for each elective office to the membership at the Annual Conference.

### 2. Elections

- a. This committee will be composed of a Chair and as many additional members as needed and appointed by the Chair.
- b. It will be the duty of this Committee to:
  - (1) Conduct all elections in a manner prescribed by the Board of Directors.
  - (2) Report the results of any election to the President as soon as the votes are tabulated.

## C. Government Relations Representative

1. The position of Government Relations Representative shall be appointed on an annual basis.
2. The individual serving in this position shall be given a stipend and expense account in amounts to be determined by the Executive Committee and approved by the Board of Directors.
3. The Government Relations Representative shall serve as an ex-officio member of the Executive Committee and the Board of Directors.
4. The duty of this individual will be to work with the members and staff of the Florida Legislature and the Board of Directors of the Florida Council of Teachers of Mathematics for the purpose of improvement of legislation and its implementation for more effective mathematics education in Florida.

D. The President will have the authority to appoint any other committees deemed necessary.

E. The President may invite chairs of special committees to the Board of Directors meetings with non-voting status and at the expense of the Board.