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MANATEE COMMUNITY COLLEGE

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FLORIDA TWO YEAR  
CONSTITUTION OF THE AMERICAN MATHEMATICAL  
ASSOCIATION OF TWO-YEAR COLLEGES (AMATYC)  
COLLEGE MATHEMATICS ASSOCIATION (FTMLMA)

Ratified by Membership Vote  
April, 1981

ARTICLE 1 NAME

The name of the association is the <sup>FLORIDA TWO YEAR</sup> ~~American Mathematical Association of Two-Year Colleges~~, Incorporated.

ARTICLE 2 OBJECTIVES

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

The objectives of the association are the following:

- a) Encourage the development of effective mathematics programs;
- b) Afford a national forum for the interchange of ideas;
- c) Develop and/or improve the mathematics education and mathematics related experiences of students in two-year colleges;
- d) <sup>statewide</sup> ~~Coordinate activities of~~ <sup>support</sup> affiliated organizations on the national level;
- e) Promote the professional welfare and development of its members.

ARTICLE 3 MEMBERSHIP

Membership in the association is restricted to the following:

- a) Regular membership--Any teacher of mathematics or other person interested in two-year college mathematics education;
- b) Associate membership -- Any full-time student of mathematics or related discipline;
- c) Honorary membership -- Outstanding educators, nominated by the past president of AMATYC and approved by the executive board;
- d) Institutional membership -- Any college, university, learning center, publisher, manufacturer, or similar entity that supports the purposes of the association;
- e) Affiliate membership -- Any regional organization with purposes similar to those of AMATYC.

ARTICLE 4 DUES

Annual dues are paid by all members at the designated rates set by the executive board and approved by the delegate assembly.



#### ARTICLE 5 OFFICERS

- a) Only regular members of the association are eligible to hold offices. The titles of the officers are president, president-elect, treasurer, past-president, northeast regional vice-president, mid-atlantic regional vice-president, southeast regional vice-president, central regional vice-president, midwest regional vice-president, southwest regional vice-president, northwest regional vice-president, west regional vice-president, and secretary. The officers serve for two-year terms.
- b) Collectively the officers are called the executive board. The executive board is responsible for the affairs of the association.
- c) The president-elect automatically succeeds the president at the end of his/her term or when the president leaves office permanently. In the event that an officer other than the president 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.

#### ARTICLE 6 DELEGATE ASSEMBLY

The delegate assembly consists of the appointed state delegates, delegates with special approval of the executive board to represent other countries and regions, delegates from affiliated organizations with required number of AMATYC members, and the officers of the association.

#### ARTICLE 7 COMMITTEES

The standing committees are the nominating committee, convention committee, publications committee, and membership committee. Other committees, as needed, are created by the executive board to carry out the purposes of the association. These committees are dissolved, when appropriate, by the executive board.

#### ARTICLE 8 MEETINGS

The association has an annual business meeting in conjunction with its annual convention. Meetings of the executive board, delegate assembly, and committees of the association are scheduled as needed.

#### ARTICLE 9 ELECTIONS

Officers are elected by regular members using the procedures outlined in the policy manual. New officers start their term immediately following the close of the annual convention and hold office for two years through two consecutive annual conventions.

**ARTICLE 10 PARLIAMENTARY PROCEDURE**

The rules contained in Robert's Rules of Order, Revised, govern in all cases except when they are inconsistent with the constitution or by-laws.

**ARTICLE 11 AMENDMENT PROCEDURE**

Proposed amendments to this constitution are initiated by the executive board or delegate assembly and approved by the delegate assembly. Ratification of a proposed amendment is conducted by a mail ballot of all regular members. A two-thirds vote of approval of the regular members responding by the deadline stated on the ballot is required for ratification.

**ARTICLE 12 DISSOLUTION CLAUSE**

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 501 (c)(3) 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.



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

ARTICLE I MEMBERSHIP

The membership year shall consist of four quarters. The beginning date for each quarter is: March 1, June 1, September 1, and December 1. The categories of membership are as follows:

- A) Regular membership -- A candidate for regular membership must complete the proper forms and pay the established dues to the treasurer. Any regular member of the association may vote, hold office, nominate candidates for office, serve on committees, or act as a delegate in the delegate assembly. Life-time regular membership may be purchased at the established rates.
- B) Associate membership -- A candidate for associate membership must be a full-time student, endorsed by a regular member; he/she must complete the proper forms and pay the established dues to the treasurer. Associate members may attend regular meetings or may be appointed as members of regular committees.
- C) Honorary membership -- A candidate for honorary membership is nominated by the past-president and awarded a regular membership by a unanimous vote of the executive board.
- D) Institutional membership -- A candidate for institutional membership should be a college, university, learning center, publisher, manufacturer, or similiar entity that supports the purposes of the association; its representative must complete the proper forms and pay the established dues to the treasurer.
- E) Organization affiliate membership -- A candidate for organization affiliate membership must be an organization that completes the following procedures:
  - 1. The organization 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.
  - 2. The membership lists of the organization should be forwarded to the appropriate AMATYC regional vice-president by June 1 of each year.
  - 3. Membership in AMATYC should be encouraged by permitting an AMATYC representative to distribute information about AMATYC and membership to all the affiliate's members.
  - 4. Each affiliate organization may appoint affiliate delegates to the delegate assembly as discussed in Article V Delegate Assembly.

## ARTICLE II DUTIES OF THE OFFICERS

## A) President

The President shall perform the following duties:

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 for approval by the executive board;
5. Appoint an acting chairperson of a committee when necessary;
6. Initiate executive board vote on unanticipated expenditures, if necessary, and assist the treasurer with the annual budget;
7. Initiate mail vote on policy changes during times when the board is not meeting;
8. Be responsible for coordinating the effort to obtain funding from public and private organizations;
9. Meet with the executive directors and/or presidents of other organizations who share similar concerns and interest to discuss items of mutual benefit and to establish a working relationship with them;
10. Perform all duties as outlined in the policy manual and the convention manual;
11. Perform all other duties that regularly pertain to the office.

## B) President-elect

The president-elect shall perform the following duties:

1. Act as president in the absence of the president;
2. Serve as the chairperson of the long-range planning committee;
3. Update the policy manual and convention manual;
4. Perform all duties as outlined in the policy manual and convention manual;
5. Perform all other duties that regularly pertain to the office.

## C) Secretary

The secretary shall perform the following duties:

1. See that all members are notified of the association's meetings;
2. Be responsible for official correspondence of the association;
3. Keep an accurate, permanent record of the proceedings of meetings of the association, delegate assembly, and executive board;
4. Maintain updated lists of delegates and campus representatives;



5. Furnish agendas and minutes of all meetings to the appropriate people;
6. Perform all duties as outlined in the policy manual and the convention manual;
7. Perform all other duties that regularly pertain to the office.

D) Treasurer

The treasurer shall perform the following duties:

1. Maintain all records, funds, receipts, and disbursements of the association and keep accurate records of the same;
2. Present a written financial report at each regular business meeting and each executive board meeting;
3. Certify the membership to the appropriate people;
4. Prepare an annual organizational budget and present it to the executive board for approval at the spring meeting;
5. Obtain approval of the executive board or designee for expenditures that exceed budget items;
6. Serve as chairperson of the membership committee.
7. Perform all duties as outlined in the policy manual and the convention manual;
8. Perform all other duties that regularly pertain to the office.

E) Past-President

The past-president shall perform the following duties:

1. Be the chairperson of the nominating committee;
2. Coordinate the audit of the books of the association;
3. Administer the election procedures as outlined in the policy manual;
4. Serve as chairperson for the committee on Mathematics Excellence Award;
5. Perform all duties as outlined in the policy manual and the convention manual;
6. Perform all other duties that regularly pertain to the office.

F) Regional Vice-Presidents

Each regional vice-president shall perform the following duties:

1. Appoint state delegates for each state in the region for two years, with terms commencing at the spring executive board meeting following the election of new regional vice-presidents.
2. Certify all delegates from his/her region at the delegate assembly.
3. Promote and coordinate the activities of the association.
4. Submit material for the regional page of the AMATYC News.
5. Serve as a member of the membership committee.
6. Perform all duties as outlined in the policy manual and the convention

- manual.
7. Perform all other duties that regularly pertain to the office.

G) Executive Board

The executive board shall perform the following duties;

1. Approve the chairperson of each committee;
2. Approve all honorary memberships;
3. Recommend dues changes to the delegate assembly;
4. Recommend constitution changes to the delegate assembly;
5. Recommend convention cities to the delegate assembly;
6. Approve any expenditures not covered by the budget;
7. Approve the annual budget;
8. Perform all other duties as outlined in the policy manual and the convention manual;
9. Perform all other duties that are necessary for the functioning of the association.

ARTICLE III RESPONSIBILITIES OF CHAIRPERSONS AND SPECIAL APPOINTEES

A) Chairperson

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

1. Chair the meetings of the committee;
2. Coordinate the activities of the committee;
3. Prepare the annual budget of the committee and submit it to the treasurer according to the established schedule;
4. Prepare the reports of the committee's activities and submit them to the president according to the established schedule;
5. Perform all duties as outlined in the policy manual and convention manual;
6. Perform all other duties necessary for the committee to function.

B) Campus representatives are appointed by state delegates to the Delegate Assembly. The campus representative shall perform the following duties:

1. Assist the state delegate in promoting the activities of the association at his/her campus;
2. Forward a list of possible candidates for AMATYC membership to the assigned state delegate;
3. Assist the assigned state delegate and/or the regional vice-president in up-dating the directory of two-year colleges in the state;
4. Keep the regional vice-president aware of the changing curriculum patterns at his/her college by sending news-related items to the assigned delegate;



5. Furnish the regional vice-president items of interest from his/her school for the AMATYC news to schedule;
6. Encourage colleagues to submit articles to The AMATYC Review;
7. Solicit AMATYC institutional membership at home institution.

C) Special Appointments

Each special appointment shall perform the duties as outlined by the president and/or executive board.

ARTICLE IV COMMITTEES

The policy manual describes the objectives and activities specific for each committee.

- A) The general objectives of each of the standing committees are the following:
1. Nominating committee -- The nominating committee shall establish election procedures and, consistent with the policy manual and executive board direction, recommend a slate of nominees for executive board approval;
  2. Convention committee -- The convention committee shall organize, publicize, and administer the national convention to be held in the fall of each year;
  3. Publications committee -- The publications committee shall solicit articles, advertisements, and news items for the official publications of the association;
  4. Membership committee -- The membership committee shall maintain the membership lists and solicit new members.
- B) Other committees will be approved and formed by the executive board and/or delegate assembly when necessary by following the procedures outlined in the policy handbook.
- C) The making of policy for committees is as follows:
1. Chairperson of a committee submits the committee's statement to the executive board for its review and approval.
  2. If approved by the executive board, the statement is submitted to the delegate assembly for its review and approval.
  3. If approved by the delegate assembly, the statement becomes AMATYC policy.
  4. If not approved by the board, the delegate assembly has the option to override this decision if a petition of 2/3 of the AMATYC delegates approve bringing it to the assembly for a vote.
- D) All committee members must also be AMATYC members. Non-AMATYC members can participate in committee work in a nonvoting capacity.
- E) Individual members who wish to initiate a policy change may do so by

presenting the proposed change to the executive board or to the appropriate AMATYC committee. The steps in Article IV, C are then followed.

#### ARTICLE V DELEGATE ASSEMBLY

The delegate assembly is composed of delegates who are members of AMATYC from each state and each affiliate organization as follows:

- a) There should be at least two state delegates from each state, appointed for a term of two years. States with more than 50 two-year colleges are permitted one additional delegate for each 25 two-year colleges or fraction thereof above 50.
  - b) Each affiliate president in office at the time of the delegate assembly is an official affiliate delegate to the delegate assembly to represent his/her affiliate organization.
  - c) Each affiliate organization may appoint one additional affiliate delegate for a two-year term for each 50 affiliate organization members or fraction thereof that are also AMATYC members.
  - d) Additional delegates to represent other countries and regions may be appointed by the executive board.
  - e) The official listing of names and numbers of two-year colleges by state and of names of affiliate organization members that are also AMATYC members at the beginning of each two-year term (by March 1 in even numbered years) is prepared jointly by the secretary and each corresponding regional vice-president and kept on file by the secretary.
  - f) No delegate at the delegate assembly is entitled to more than one vote.
- A) The delegate assembly's responsibilities are as follows:
1. To vote on all dues changes as submitted by the executive board;
  2. To choose one annual convention city from those submitted by the executive board;
  3. To vote on constitution changes approved by the executive board prior to submission for membership ratification.
  4. To present written recommendations to the executive board to be considered at the following executive board meeting;
  5. To approve policy statements as presented by the executive board.
- B) Each state delegate shall perform the following duties:
1. Represent his/her state at the delegate assembly meeting at the national convention;
  2. Assist the regional vice-president in promoting membership and activities for the association in the state;
  3. Perform all duties as outlined in the policy manual and convention manual.



- C) Each affiliate delegate shall perform the following duties:
1. Represent the affiliate organization at the delegate assembly meeting at the national convention;
  2. Keep the regional vice-president abreast of the activities and concerns of members from their affiliate;
  3. Assist the regional vice-president in promoting membership and activities for the association at the affiliate meetings.
  4. Perform all duties as outlined in the policy manual and the convention manual.
- D) The delegate assembly meeting must be publicized in writing at least one month in advance.

#### ARTICLE VI AMATYC REGIONS

The AMATYC organizational membership is divided into the following regions: Region 1 - Northeast, Region 2 - Mid-Atlantic, Region 3 - Southeast, Region 4 - Central, Region 5 - Midwest, Region 6 - Southwest, Region 7 - Northwest, Region 8 - West.

The regions are defined as follows:

Region 1 - Northeast	Connecticut, Massachusetts, Maine, New Hampshire, New York, Rhode Island, Vermont
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 - Central	Arkansas, Colorado, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Utah, Wyoming
Region 5 - Midwest	Illinois, Indiana, Kentucky, Michigan, Ohio, Wisconsin
Region 6 - Southwest	Arizona, New Mexico, Oklahoma, Texas
Region 7 - Northwest	Alaska, Idaho, Montana, Oregon, Washington, Canada, other international locations
Region 8 - West	California, Hawaii, Nevada

## ARTICLE VII QUORUMS

The number of delegates necessary for a quorum in the delegate assembly is twenty-five (25) percent of all the delegates. The number of executive board members necessary for a quorum in executive board meetings is fifty-one percent of all officers.

## ARTICLE VIII AMENDMENTS OF BY-LAWS

Subsequent to written notification of delegates one month in advance, the by-laws of this association may be amended by the affirmative vote of a majority of the delegate assembly at a regularly scheduled meeting.