

THE CONSTITUTION OF THE MATHEMATICS ASSOCIATION OF TWO-YEAR COLLEGES OF NEW JERSEY

Article I. Name

The name of this organization shall be the Mathematics Association of Two-Year Colleges of New Jersey (MATYCNJ).

Article II. Purpose

Section 1: To encourage an active interest in mathematics and its teaching and to work toward the improvement of mathematics education.

Section 2: To afford a medium of exchange of views and facts about mathematics and the teaching of mathematics on the two-year college level.

Section 3: To provide a voice and means of influencing the mathematics curriculum in the two-year college.

Section 4: To protect and enhance the prestige of the profession of mathematics teaching.

Article III. Membership

Section 1: Active member. Any teacher of mathematics in a two-year college or associate degree granting institution, or any other person in sympathy with the purposes of the association shall be eligible for membership.

Section 2: Student member. Any college student interested in the purposes of this organization may become a student member.

Section 3: Institutional member. Any two-year college interested in the purposes of this organization shall be eligible for institutional membership.

Article IV. Officers

The officers of this organization shall be a President, a President-Elect, a Past-President, two Regional Vice-Presidents, a Treasurer, a Recording Secretary, and a Newsletter Editor/Historian. These officers comprise the Executive Committee which can meet at any time the President sees fit.

Article V. Meetings

Two meetings shall be held, one in the Fall and one in the Spring, with date and place open. Additional meetings may be planned at the discretion of the Executive Committee.

Article VI. Amendments

This constitution and by-laws may be amended by a majority vote of the members present and voting at any meeting where the proposed changes have been submitted to the membership at least one month in advance.

Article VII. College Representatives

The college representatives are volunteers from each two-year college in New Jersey who agree to perform the following services for MATYCNJ:

1. Collect dues and forward them to the Treasurer.
2. Submit news items to the Newsletter Editor. Encourage their colleagues to submit 'teaching tips' and letters for publication in the Newsletter.
3. Publicize the fall and spring meetings of MATYCNJ.

Each representative will be mailed a copy of the fall and spring Newsletters, membership forms, and program announcements.

BY-LAWS

Article I. Officers

- Section 1. Election. The Nominations Committee shall compose a ballot with at least one nomination for each of the officers: President-Elect, Treasurer (odd numbered years only), Recording Secretary (even numbered years only), Newsletter Editor/Historian (odd numbered years), and two Regional Vice-Presidents (north in even numbered years, and south in odd numbered years). In the first year of this Constitution a North Regional Vice-President will be elected for a one-year term. In the event that at the time of election there is no one in the position of President-Elect, then the ballot shall also have at least one nomination for President. At the Spring meeting, the nominees shall be introduced to the membership, and nominations shall be received from the floor. If there are no nominations from the floor and if all candidates are unopposed for their offices, voting shall take place by acclamation. Otherwise, voting will take place at the Spring meeting. a ballot shall be mailed to each member. This ballot must be returned to the Past-President or his or her designee by the date set by the Nominations Committee. Candidates who are unopposed shall be elected by acclamation. Voting for Regional Vice-Presidents will be by members who are affiliated in the region. An officer in the position of Treasurer, Recording Secretary, Newsletter Editor/Historian or Regional Vice-President may succeed himself or herself.
- Section 2. Qualifications. To be an officer, the member must have been a member in good standing for one year prior to the Spring meeting.
- Section 3. Vacancy. In case a vacancy occurs in the office of President, the President-Elect shall become President. If a vacancy occurs in the office of President-Elect, the President, with the approval of the Executive Committee, shall appoint an acting President-Elect. The acting President-Elect serves out the remaining term, but does not automatically become the next President. The office of President shall be filled by election at the next Spring meeting. A vacancy in any other office shall be filled by appointment of the President and approved by the Executive Committee.
- Section 4. Removal. In the event an officer cannot or does not satisfactorily fulfill his or her duties as presented in these by-laws Article VI, such officer may be removed from office by majority vote of the Executive Committee or a vote of the membership.
- Section 5. The term of office for President, President-Elect, and Past-President shall each be for one year commencing June 1 through May 31 of the next year. The term of office for the Treasurer shall be for two years commencing June 1 of an odd numbered year through May 31 of the next odd numbered year. The term of office for the Recording Secretary shall be for two years commencing June 1 of an even numbered year through May 31 of the next even numbered year. The term of office for the Newsletter Editor/Historian shall be for two consecutive years commencing June 1 of an odd numbered year through May 31 of the next odd numbered year. The term of office for the North Regional Vice-President shall be for two consecutive years commencing June 1 of an even numbered year through May 31 of the next even numbered year. The term of office for the South Regional Vice-President shall be for two consecutive years commencing June 1 of an odd numbered year through May 31 of the next odd numbered year.

Article II. Dues

- Section 1. Dues shall be \$10.00 per member per academic year. Student members shall pay dues of \$1.00 per member per academic year. All former members who have retired from teaching shall be Honorary Members with no assessment of dues by request noted on their annual membership application.

Dues are payable at the beginning of the academic year, and shall be considered in arrears if not paid by January 1.

Article III. Committees

Section 1. Standing Committees. The Standing Committees shall be:

- A. Program Committee - President-Elect as Chair;
- B. Membership Committee - Treasurer as Chair;
- C. Newsletter Committee - Newsletter Editor/Historian as Chair;
- D. Nominations Committee - Past-President as Chair.

The committee members shall be appointed by the Chair of each Committee.

Section 2. Other Committees. The President may appoint any other committees which he or she deems necessary, with the approval of the Executive Committee.

Article IV. Quorum

A quorum for any business meeting of the Association shall consist of twenty (20) members representing at least four (4) New Jersey Two-Year Colleges.

Article V. Parliamentary Authority

The rules contained in the most recent edition of Robert's Rules of Order shall govern this organization in cases in which they are not inconsistent with these by-laws.

Article VI. Duties of Officers

Section 1. The President shall:

- A. preside at all meetings of this organization and of the Executive Committee;
- B. appoint members to committees as provided in the constitution;
- C. form special committees and appoint their members;
- D. perform any other functions as shall be necessary to fully discharge the purposes and functions of the Association during his or her term of office;
- E. serve as the Association's official Delegate to the American Mathematics Association of Two-Year Colleges (AMATYC), as long as MATYCNJ remains an affiliated organization;
- F. appoint an alternate delegate to AMATYC when the President or the President-Elect cannot serve as delegate.

Section 2. The President-Elect shall:

- A. preside at meetings of the Association or of the Executive Committee in the absence of the President;
- B. serve as Chair of the Program Committee;
- C. select a committee of three members of the College Representatives to audit the Treasurer's account books prior to each term of the Treasurer's office;
- D. serve as an official delegate to AMATYC Conference.

Section 3: The Treasurer shall:

- A. receive and disburse all monies of the Association;
- B. serve as Chair of the Membership Committee;
- C. keep a record of all expenditures and sign any instrument of disbursement;
- D. provide a written Treasurer's Report at each Fall and Spring meeting of the Association;
- E. provide an updated membership mailing list to the Newsletter Editor/Historian;
- F. upon leaving office, transmit all files to the incoming Treasurer.

Section 4. The Recording Secretary shall:

- A. keep minutes of every meeting of the Association and provide these to the membership;
- B. keep minutes of meetings of the Executive Committee;
- C. keep lists of attendees of Fall and Spring meetings;
- D. maintain an organized file of all minutes, notices, and reports of all committees and available to the President and President-Elect upon request; make this file
- E. upon leaving office, transmit all files to the incoming Recording Secretary;
- F. submit minutes of the Fall and Spring meetings to the Newsletter Editor.

Section 5. The Past-President shall:

- A. preside over any meeting of the Association or of the Executive Committee in the absence of both the President and the President-Elect;
- B. serve as Chair for the Nominations Committee.

Section 6. The Newsletter Editor/Historian shall:

- A. prepare a Newsletter prior to the Fall and Spring Meeting of the organization and send to the membership.
- B. solicit news from campus representatives for inclusion in the Newsletters
- C. maintain a file of all newsletters
- D. maintain a list of all the officers
- E. maintain a file of photographs relevant to MATYCNJ.

Section 7. The two Regional Vice-Presidents shall:

- A. serve as liaison between all institutions within the region and the Executive Committee
- B. assist the Newsletter Editor in obtaining news and articles
- C. assist the Past-President on the Nominating Committee
- D. assist the President-Elect on the Planning Committee.

Section 8. The two regions shall be:

- A. North: Bergen, Essex, Hudson, Hunterdon, Morris, Passaic, Somerset, Sussex, Union, and Warren
- B. South: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Middlesex, Monmouth, Ocean, and Salem

Section 9. Regional affiliation shall be:

- A. according to the county where an employed full-time member's college is located.
or
- B. according to the county of choice if the member is either an adjunct or retired. Retired and adjunct members must indicate their county choice on their membership applications.

