

**THE CONSTITUTION
OF THE
NEW MEXICO MATHEMATICAL ASSOCIATION OF TWO-YEAR COLLEGES**

Approved September 15, 1990

Amended October 7, 1994

Amended March 2002

Amended October 2010

Amended May 2022

Article I – Name

The name of this Association shall be the New Mexico Mathematical Association of Two- Year Colleges (NMMATYC).

Article II – Objectives

New Mexico Mathematical Association of Two-Year Colleges is a non-profit educational association. The objectives of the Association are to:

- a. encourage the development of effective mathematics programs at all levels throughout the New Mexico region;
- b. afford a statewide forum for the interchange of ideas;
- c. further develop and improve the mathematics education and mathematics related experiences of students in two-year colleges;
- d. promote equal opportunity in mathematics education for students and instructors;
- e. promote the professional welfare and development of its members;
- f. promote support for and involvement in the American Mathematical Association of Two-

Year Colleges.

Article III – Membership

Membership in the Association is open to the following, subject to payment of dues;

- a. Regular member – Any teacher of mathematics or other person interested in two-year

college mathematics education:

- b. Voting member – Teachers and Instructional Staff of mathematics or mathematics related

fields employed by an educational institution. Any person who has been eligible for

voting membership shall always be eligible for voting membership.

c. Institutional member – Any institution which offers mathematics at the two-year college

level, or supports the purposes of the Association.

d. Affiliate member – Any local or state organization with similar purposes.

Article IV – Officers and Executive Board

a. The officers of this Association shall be a President, a President-elect, a Secretary, and a Treasurer. These officers shall be elected by the voting membership.

b. The Executive Board of this Association shall consist of the officers of the Association, the Immediate Past President, the AMATYC Delegate(s), the Nominating Committee Chair, the Membership Committee Chair, the Two Annual Meeting Conference Committee Co-Chairs, the New Mexico Articulation Task Force Liaison, the Newsletter Editor, the Webmaster, and the Historian.

Article V – Meetings

a. There shall be one Annual Conference Meeting, with special meetings called as deemed necessary by the Executive Board. The Annual Meeting Conference may be held in conjunction with a state or regional meeting of the MAA, NCTM, or any other professional organization sharing common interests with the Association.

b. The Executive Board shall meet or exchange electronic correspondence a minimum of three times each year.

Article VI – Committees

a. Standing committees shall consist of the Nominating Committee, the Membership Committee, and the Annual Meeting Conference Committee.

b. Committees are appointed, as needed, by the President subject to the approval of a majority of the Executive Board or by a majority of the Executive Board.

Article VII – Amendment Procedure

Amendments to the Constitution may be proposed by a majority vote of the voting members present at the Annual Business Meeting. The proposed changes become part of the Constitution by the affirmative vote of a simple majority of voting members responding by mail or electronic ballot by the deadline stated on the ballot. Ballots must be sent at least three weeks before the deadline, and will be prepared, distributed, and tallied by the Executive Board or its delegate(s).

Article VIII – Dissolution

If, at any time, the Association shall cease to exist, then all assets and property held by it whether in trust or otherwise shall, after payment of its liabilities, be paid over to a non-profit professional organization selected by a majority of the members of the final Executive Board.

BY-LAWS

Article I – Rules of Order

Robert’s Rules of Order, Revised shall be the parliamentary authority on all questions of procedures for the proceedings of the Association not specifically stated in the Constitution and By-Laws.

Article II – Qualifications, Terms, and Duties of Officers and Other Members of the Executive Board

1. Officers of this Association shall be active members of the New Mexico Mathematical Association of Two-Year Colleges.

2. Terms of Office

a) Election of the President-elect, the Secretary, and the Treasurer will be decided by secret electronic ballot during even-numbered years. Electronic ballots naming the candidates must be distributed to the voting membership at least two weeks prior to the deadline stated on the ballot. Write-in nominations are valid votes and tallied. The Webmaster and Nominating Committee of non-candidates appointed by the Executive Board must receive votes by the stated deadline. This committee will tally votes and the results announced at the end of the Annual Business Meeting, at which time the newly elected officers will assume their duties. In the event that the outgoing President-elect is unable to assume the presidency, election of the President will be included on this ballot.

b) All elected officers shall serve for a period of two years. The President-elect is a six-year commitment broken into two years as President-elect, two years as President, and two years as Immediate Past-President. If an office is vacated, the Executive Board will appoint an officer(s) for the remainder of the term.

c) The AMATYC Delegate(s), the standing committee chairs, and the Newsletter Editor, the Webmaster, and Historian shall be appointed by the President with the approval of the Executive Board for a period of one year and may be subject to reappointment for the duration of the Presidency. These appointed positions will come up for review with each change of Presidency at the Annual Meeting Conference or as necessary.

3. Duties of Officers

a. The President shall preside at all meetings of the Association and of the Executive Board, shall administer the affairs of the Association, shall be an ex-officio member of all committees, and shall prepare an annual report covering the activities of the Association. This report shall be filed as a part of the permanent records of the Association. The President shall also serve as an AMATYC delegate in addition to the appointed delegate(s).

- b. The President-elect shall perform all the duties of the President when the President is unable to do so, shall audit the Treasurer's records annually, and shall assume the presidency at the end of the President's two-year term of office.
- c. The Secretary shall take minutes of the meetings of the Association and Executive Board and relay them to the president for dissemination to the Executive Board. The Secretary is also responsible for relaying the minutes to the Historian for archiving on the Association's website.
- d. The Treasurer shall collect all dues and other income of the Association, shall pay all routine bills as provided by the annual budget and such other bills as approved by the Executive Board and the President, and shall keep all financial records and make a financial report at each meeting. A copy of these reports shall be filed as a part of the permanent records of the Association.
- e. The Immediate Past-President shall assist the President and the Executive Board. The Immediate Past-President may run for President-elect in their last year serving in this position.
- f. An AMATYC Delegate, a member of AMATYC, shall be a voting representative of the Association at the AMATYC Delegate Assembly.
- g. The Nominating Committee shall nominate candidates for office and shall notify the Editor of the nominees in time for publication in the newsletter at least three weeks prior to the Annual Meeting. This committee shall consist of at least three members.
- h. The Membership Committee shall coordinate membership drives throughout the state of New Mexico and shall work with the Treasurer to keep membership lists updated.
- i. The Annual Meeting Conference Committee shall coordinate the planning of the Annual Meeting Conference. One of the two co-chairs of this committee will usually be a faculty member of the host campus. The other co-chair will usually be a faculty member of the host campus of either the previous Annual Meeting or the next Annual Meeting. Both co-chairs will be members of the Executive Board.
- j. The Editor shall be responsible for the publication and distribution of the newsletter to members of the Association.
- k. The New Mexico Articulation Task Force Liaison shall coordinate activities of the New Mexico Articulation Task Force with those of the New Mexico Mathematical Association of Two-Year Colleges. The Liaison will be a member of both the New Mexico Articulation Task Force and the New Mexico Mathematical Association of Two- Year Colleges.
- l. The Webmaster shall be responsible for the update and maintenance of the Association's website.
- m. The Historian is responsible for keeping all records and minutes of the Association and of the Executive Board. The Historian is responsible for updating the history of the Association and Executive Board and for collaborating with the Webmaster in archiving said records, minutes, and in posting updates of the Association's history on the website.

Article III – Executive Board

1. The Executive Board shall sit as the governing board of the New Mexico Mathematical Association of Two-Year Colleges. It shall have the power to transact the business of the Association; initiate and develop the policies of the Association; work out the budget; and appoint officers as provided in the Constitution and By-Laws.

2. No more than one-third of the members of the Executive Board may be faculty members of a single campus unless members from other institutions are unable to fill these positions.

3. An elected official may also serve as a standing committee chairperson or as an AMATYC Delegate. However, other members should be encouraged to fill these positions.

Article IV – Fiscal Year and Dues

1. The fiscal year and membership year for the Association shall be determined by the Executive Board to best coincide with the AMATYC membership renewal procedure and with the needs of the Association.

2. The Executive Board shall determine membership dues.

Article V – Quorums

1. A quorum at the Annual Business Meeting and any special meetings of the general membership called by the Executive Board shall consist of fifteen percent of the membership of the Association.

2. A quorum at a meeting of the Executive Board shall consist of a majority of members of the Board.

Article VI – Amendments

The By-Laws may be amended by the same procedure outline in Article VII of the Constitution, or by a two-thirds majority of those voting members present at a Business Meeting, providing notice of the proposed amendment was sent to the membership at least three weeks prior to the meeting.
