

By-Laws of InMATYC (adopted September 24, 2021)

Purpose

To promote excellence in mathematics instruction and learning in the post-secondary institutions; public or private, of Indiana, and to provide a forum for the common concerns of those institutions relating to the mathematics normally taught during the first two years of college.

Membership

Any person or institution eligible for membership becomes a member upon submitting the membership form and paying dues for the current membership year. The membership year shall be from November 1st to October 31st of the following year.

Membership in the organization is restricted to the following:

- a) Regular membership – Any teachers of mathematics or other person interested in college mathematics taught in the first two years.
- b) Associate membership – Any full-time student of mathematics or related discipline:
- c) Institutional membership – Any private or public college, university, learning center, manufacturer, or similar entity that supports the purpose of the association.

Officers

- a) Only regular members of the association are eligible to hold offices. The titles of the officers are: President, Vice-President, Secretary, and Treasurer (each two years). All officers can be re-elected for consecutive terms (up to two terms consecutively for President and Vice-President).
- b) The Vice-President automatically succeeds the President in the event that the President resigns or otherwise cannot complete their term. In the event that an officer other than President leaves office before the expiration of the regular term, the President, with the approval of the board, shall appoint a replacement for the remainder of the term.
- c) The Board will be made up of nine directors together with the officers. The directors shall be elected from the membership and shall serve three-year terms with 3 to be elected each year in the spring meeting. Directors' terms start at the board meeting which takes place at the fall meeting.
- d) The officers are members of the Board of Directors, if the officer was already a member of the Board of Directors, they will hold both positions concurrently until the conclusion of each office.

Duties of the officers

President

The President shall:

- a) Preside at all meetings of the organization.
- b) Serve as Chair of the Board of Directors and prepare the agenda for all board meetings
- c) Act as ex-officio member of all committees, except the elections committee
- d) Appoint news letter editor/web master and supply appropriate assistance in the publication of the newsletter
- e) Be a delegate to the AMATYC conference

Vice-President

The Vice-President shall:

- a) Act as President in the absence of the President
- b) Be the program chair for all meetings
- c) Obtain the coordinator for each meeting whose school will host the meeting. The coordinator will make all physical arrangements for the meeting. The coordinator and Vice-President will make arrangements for notifying the membership.
- d) Assume other duties as assigned by the Board of Directors.

Secretary

The Secretary shall:

- a) Keep accurate permanent records of the meeting of the organization and also the Board of Directors
- b) Be responsible for all official correspondence of the organization
- c) Keep an up-to-date mailing list of the members and potential members and provide this to the Vice-President.

Treasurer

The Treasurer shall:

- a) Be in charge of all financial records and funds
- b) Be in charge of all receipts and disbursement and keep accurate records of the same
- c) Make a financial report at each regular business meeting and prepare an annual report and any other financial reports requested by the President.
- d) Provide the Secretary with a list of paid members
- e) Prepare a budget for the coming fiscal year and submit to the Board of Directors.

Duties of the Board of Directors

The Board of Directors shall:

- a) Aid the President in carrying out the purposes and obligations of the organization
- b) Assist the Vice-President in organizing the program
- c) Assist the Vice-President in identifying the host institution
- d) Appoint a delegate to the AMATYC annual meeting from the membership
- e) Propose the dues schedule for the following fiscal year
- f) Adopt a budget for the following fiscal year
- g) Consider and make recommendations for changes in the By-Laws

Committees

The Scholarship Committee shall recommend one or more recipients of the annual scholarship for membership approval.

The Nominating Committee shall establish election procedures and recommend a slate of nominees for the Board of Directors and for officers for membership approval.

The Website Committee shall manage the contents of the organization website to ensure information is correct and up-to-date.

Amendments of the By-Laws

These By-Laws may be amended by the affirmative vote of two-thirds of the Board of Directors or by a majority vote of the members voting on the amendment.

Elections

President and Vice-President will be elected at the fall meeting of even-numbered years. Secretary and Treasurer will be elected at the fall meeting of odd-numbered years. Officers start their term on November 1st following their election.

Three members of the Board of Directors will be elected at the spring meeting each year. Board of Directors will start their term on July 1st following their election.

Dissolution Clause

If at any time, in the opinion of the Board of Directors, the organization shall cease to carry out the purpose as herein, stated, all assets and property held by it shall, after the payment of liabilities, be paid over to an organization selected by the Board of Directors which has similar purposes and has established a tax-exempt status.

Parliamentary Authority

The rules contained in Robert's Rule of Order, Revised, govern in all cases to which they are applicable and in which they are not inconsistent with the By-Laws.

Affiliations

The organization will maintain affiliations with the appropriate professional organizations determined by the membership.