

NYSMATYC By-Laws

SECTION I. DUTIES OF THE OFFICERS

1. PRESIDENT-ELECT: It shall be the duty of the President-Elect to:
 - a. Assume the duties of the President in his/her absence.
 - b. Chair the Annual Conference Committee.
 - c. Serve on the Awards Committee.
2. PRESIDENT: It shall be the duty of the President to:
 - a. Chair all business meetings and all meetings of the Executive Board.
 - b. Appoint the chairs and members of all committees unless otherwise provided for in these By-Laws.
 - d. Establish all Ad Hoc Committees as necessary.
 - c. Serve on the Awards Committee and the Scholarship Committee
3. PAST-PRESIDENT: It shall be the duty of the Past-President to:
 - a. Chair the Nominations Committee and the Awards Committee.
 - b. Prepare the slates for the annual election of officers of the Association as directed under Article V: Elections
 - c. Execute an affiliation vote, at the direction of the Executive Board, from the distribution of ballots through the determination of the results, even though the Past-President's term expires during this period.
 - d. Propose sites for future Annual Conference to the Executive Board at its fall meeting at least two years in advance.
4. SECRETARY: It shall be the duty of the Secretary to:
 - a. Keep the minutes of all business meetings and all Executive Board meetings, making timely reports of same at the following business meeting.
 - b. File and maintain all records and official correspondence of the Association, with the exception of the Treasurer's books.
 - c. Report to all candidates, upon confirmation by the Executive Board, the result of the election prior to the Annual Meeting.

- d. Coordinate the activities of the Campus Representatives and aid the Treasurer in all membership drives.
- e. Prepare correspondence for the Association at the direction of the President or his/her designee.
- f. Oversee constitutional amendments, By Law changes and Policy Manual updates.
- g. Assist the Past-President with the voting process.

5. TREASURER: It shall be the duty of the Treasurer to:

- a. Keep and maintain the financial records of the Association.
- b. Pay all bills of the Association as authorized by the Executive Board.
- c. Collect all dues of the Association.
- d. Make available, by February 5, a list of all eligible voting members.
- e. Deliver a Treasurer's Report at each Executive Board meeting and at the Annual Meeting.
- f. Organize all membership drives of the Association.
- h. Prepare a summary report at the end of his/her term, as of June 30, when there is a new treasurer.

6. MEMBERS-AT-LARGE (4 members): It shall be the duty of the Members-at-Large to:

- a. Liaison to Members and Campus reps in their region
- b. Serve on Scholarship Committee
- c. Encourage recruitment of new members
- d. Solicit volunteers to run regional conferences
- e. Each regional member at large will serve on at least one of the following:
 - a. Awards Committee
 - b. Nominations Committee
 - c. Publications Committee

Section II. Appointed Positions

1. Board Positions
 - a. Scholarship Committee Chair
 - b. Professional Development Chair
 - c. Communications Committee Chair
2. Non Board positions
 - a. Historian
 - b. Webmaster
 - d. Math League Contest Coordinator

SECTION III. COMMITTEES

1. The Standing Committees of this Association shall be:
 - a. Awards Committee
 - b. Nominating Committee
 - c. Conference Committee
 - d. Scholarship Committee
 - e. Professional Development Committee
 - f. Communications Committee
2. It shall be the duty of the chair of each standing committee to:
 - a. Chair the meetings of the committee.
 - b. Coordinate the activities of the committee.
 - c. Attend Executive Board Meetings and report on the functions and activities of the committee.
 - d. Prepare the annual report of the activities of the committee.
 - e. Prepare the annual budget of the committee.

3. The incoming president shall submit the slate of committee chairs for approval to the elected members of the Executive Board. Appointed positions shall be made at the Annual Meeting following the announcement of the annual election results.
4. The term of office for each board appointed committee chair shall begin at the close of the Business meeting at which he/she is appointed and shall be for three years. The initial committee chair appointments shall be as follows: The Scholarship Committee chair appointed for one year, the Professional Development Committee for two years and the Communications Committee Chair for three years. The maximum number of consecutive three-year terms for appointed committee chairs is two, not including a partial term. If a vacancy occurs in the position of a standing committee chair, the President will appoint a replacement, with the approval of the Executive Board, to fill out the remainder of the vacated term.

Section IV. DUES AND FEES

1. Dues shall be established by a majority of the voting membership in attendance at the Business Meeting upon recommendation by the Executive Board, and shall continue until revised at a subsequent Business Meeting. The general membership must be notified of a proposed change in dues at least three weeks prior to the Annual Meeting.
2. There shall be no dues for honorary members.
3. All other fees shall be determined by the Executive Board.

SECTION V. ELECTIONS

1. The Past President shall prepare the slate for the annual election of officers of the Association.
 - i. Each slate shall contain the ballot and a brief biography of each candidate.
 - ii. The ballot shall provide space for write-in candidates.
 - iii. The ballots shall remind the electorate that to be valid all completed ballots must be received by the Past President by March 8th or the first business day thereafter.
 - iv. All ballots cast in the annual election shall remain in the possession of the Past President until tallies are verified, confirmed by the Executive Board, and presented at the Business Meeting
2. Ballots shall be distributed by the Past-President prior to February. Ballots shall be distributed only to those voting members whose dues have been received by the Treasurer by January 31 or the first business day thereafter.

3. Those ballots received by the Past-President on or before March 8, or the first business day thereafter, shall be the only ones counted.
4. Election shall be by plurality.
5. In the event of a tie there shall be a run-off election prior to the Annual Conference.
6. The Secretary shall inform the candidates of the results of the balloting prior to the Annual Meeting.

SECTION VI. By Law Changes

1. The By-Laws of this Association may be changed by a majority vote of the voting membership participating in the vote.
2. Proposed changes must be submitted to the membership at least three weeks prior to the annual business meeting. Proposed changes may be voted on at the annual business meeting, or any time thereafter.
3. Voting may be done by an appropriate method.
4. Adopted amendments go into effect upon conclusion of the voting process.

SECTION VII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern this Association in all cases to which they are not inconsistent with these By-Laws and any special rules of order which the Association may adopt.