

BY LAWS OF THE CALIFORNIA MATHEMATICS COUNCIL, COMMUNITY COLLEGES

**ARTICLE I: GOALS:**

- Section A: To provide a collective voice for community college faculty in the interest of mathematics education;
- Section B: To affiliate with other groups and organizations also directed toward two-year college mathematics instruction;
- Section C: To hold regular conferences, meetings and/or forums;
- Section D: To produce publications devoted to the special interests of two-year college mathematics instruction in California.
- Section E: To provide scholarships for mathematics students in Northern and Central California.
- Section F: To actively provide support for the professional growth and development of mathematics faculty.

**ARTICLE II: MEMBERSHIP**

- Section A: Annual dues will be determined by the Board of Directors.
- Section B: Regular membership and Individual associate membership will be recognized upon receipt of payment of the annual dues.
- Section C: Application for associate membership of a group will be acted upon by the Board of Directors.

**ARTICLE III: THE BOARD OF DIRECTORS:**

- Section A: The President shall be Chairperson of the Board of Directors and will act as the official spokesperson for the organization. The President will be responsible for the following:
  - (1) Creating the agendas for all Board meetings,
  - (2) Presiding over all Board meetings,
  - (3) Signing all contracts agreed to by the Board of Directors,
  - (4) Appointing the Chairpersons of all committees and the association liaisons,
  - (5) Voting only in the event of a tie, and
  - (6) Delegating responsibilities to Board members as deemed necessary.
- Section B: The Past-President will assist and advise the President and be responsible for the following:
  - (1) Acting as the Nominations Committee Chairperson,
  - ~~(2) Acting as the CMC state representative according to the joint agreement determined by CMC and CMC<sup>3</sup>-South,~~
  - ~~(3) Serving as a member of the CMC<sup>3</sup> Foundation, and~~
  - (3) Performing other duties as assigned by the President, and
  - (4) Administering all voting.

In the event that the Past-President is unable to fulfill these duties, he or she may appoint a replacement who must be approved by the Board of Directors.

- Section C: The President-Elect must be a regular member in an institution within the

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geographical limits of the organization. The President-Elect will serve only one term, but may run again for this position after completing his/her responsibilities as Past-President. The President-Elect will be responsible for the following:

- (1) Assuming the duties of the President in case of the president's absence, ~~or resignation or removal,~~
- (2) ~~Assisting the Conference Coordinator as the Chairperson of the Conference Program Committee~~ Serving as the Fall Conference Coordinator, and
- ~~(3) Acting as the liaison to the retired mathematics faculty,~~
- ~~(4)(3) Supervising the publication of the organization's college/curriculum directory, and~~
- ~~(5)(4)~~ Performing other duties as assigned by the President.

Section D: The Secretary will be responsible for the following:

- (1) Taking and retaining the minutes of all business meetings and Board of Director Meetings,
- (2) Presenting the minutes of the former meeting for approval at all meetings,
- (3) Filing and maintaining all records and official correspondence of this organization with the exception of the Treasurer's books,
- (4) Notifying the membership of future meetings,
- ~~(5) Mailing to all voting members an official ballot, keeping all ballots cast until certified by the Board of Directors at its next meeting, and reporting by mail or through the Newsletter to all members the results of elections,~~
- ~~(6)(5)~~ Maintaining the organization's archives, and
- ~~(7) Maintaining the membership database,~~
- ~~(8) Supervising the publication of the organization's membership directory, and~~
- ~~(9)(6)~~ Performing other duties as assigned by the President.

Section E: The Treasurer will be responsible for the following:

- (1) Maintaining all financial records of the organization,
- (2) Preparing an annual budget to be presented to the Board for approval at the Spring Board meeting,
- (3) Preparing an annual report and presenting a report at each business meeting as well as an annual financial summary of the organization,
- (4) Preparing and filing all tax forms for the organization,
- (5) Serving as a member of the CMC<sup>3</sup> Foundation, and
- (6) Performing other duties as assigned by the President.

Section F: The Members-at-Large will report to the Board of Directors concerning the needs and desires of the membership. The President will assign duties to individual Members-at-Large as committee chairpersons or other tasks. These assignments

include chairing committees or other tasks, such as

- (1) Campus Coordinator, Conference subcommittees,
- (2) Association Liaisons, Awards,
- (3) Electronic Communications, ~~and~~
- ~~(4) Publication of directories, and~~
- (4) Articulation Breakfasts and other activities sponsored by the organization.
- (5) Members-at-Large will also perform other duties as assigned by the President.

Section G: The Chairpersons of the ~~five-six~~ Standing Committees are voting members of the Board and will report regularly at Board meetings.

Section H: The Board of Directors will be responsible for the formulation of policy and the operation of the organization, including, but not limited to the following:

- (1) The approval of the budget, expenditures, donations, and all other financial aspects of the organization.
- (2) The approval of all organization meetings including the dates, site, and arrangements,
- (3) The pursuit, approval, and support of grant proposals,
- (4) The determination of all fees and dues, and
- (5) The elections and certification of the election results.

Approval of any issue may be made either at a Board meeting or by a telephone or e-mail poll made by the President or his/her designee.

#### ARTICLE IV: COMMITTEES:

Section A: Standing Committees: The names, titles of the chairpersons, and responsibilities of these committees are as follows:

- (1) The Conference Committees will be chaired by the Conference Coordinators, who ~~is-are~~ responsible for all aspects of the conferences which are sponsored by the organization. The Conference Coordinators will appoint all subcommittee chairpersons, ~~with one exception; the President-Elect will be responsible for the Conference Program.~~ The Conference Coordinators will coordinate all conference activities, be responsible for -site-selection, negotiate contracts with properties and conference-related businesses, and will act as the official representative of the Board for conference activities. The Conference Coordinators will report at each Board meeting.
- (2) The Newsletter Committee will be chaired by the Newsletter Editor, who is responsible for the creation, presentation, printing, and distribution of the newsletter. Guidelines for the newsletter will be set by the Board of Directors. The Newsletter Editor will report at each Board meeting.
- (3) Membership Committee will be chaired by the Membership

Chairperson, who is responsible for membership drives, conference registration, ~~and providing the Secretary with new member information~~ maintaining the membership database, and supervising the publication of the organization's membership directory. The Membership Chairperson will report at each Board meeting.

- (4) ~~Business Relations will be chaired by the Business Liaison, who is responsible for coordinating all relations with industry supporters. This includes the conference exhibits, advertising in all publications, and industry sponsorship.~~
- (4) ~~The Business Liaison will be an ex-officio member of the CMC<sup>2</sup> Foundation and will report at each Board meeting.~~
- (5) ~~Adjunct Faculty Concerns will be chaired by the Adjunct Faculty Chairperson who is responsible for publicizing jobs and coordinating all adjunct faculty activities and membership. The Adjunct Faculty Chairperson will report at each Board meeting.~~
- (6) ~~The Webpage Committee will be chaired by the Webmaster, who is assigned by the President to maintain and update the organization's website.~~

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Section B: Special Committees: ~~These Such~~ committees shall assist the officers in discharging their responsibilities. They shall be created ~~and disbanded~~ at the discretion of the Board of Directors.

- (1) ~~The Journal Committee will be chaired by the Journal Editor, who is an ex-officio member of the Board. The Journal Editor is responsible for the creation, presentation, printing, and distribution of the journal. Guidelines for the journal will be set jointly by the Board. The Journal Editor will report regularly at Board meetings.~~
- (2) ~~The Nominations Committee will be chaired by the Nominations Chairperson, who is the Past President or designee. The Nominations Chairperson is responsible for soliciting nominations for Board Positions and presenting these nominations to the Board for their approval at the Fall Board meeting. The Nominations Chairperson will work with the Secretary on the election process.~~
- (3) ~~The Scholarship Committee will be chaired by the Scholarship Chairperson, who is an ex-officio member of the Board and the President of the Foundation.~~
- (4) ~~The Directory Committee will be chaired by the Secretary of the organization and is responsible for the publication of the membership directory.~~

Section C: ~~Temporary Committees: These committees, emergency in nature, shall perform particular services according to need.~~

## ARTICLE V: ELIGIBILITY AND TERMS OF OFFICE:

- Section A: The President-Elect will serve two years as President-Elect, followed by two years as President, and two years as Past-President. The Secretary, Treasurer, and Members-at-large shall serve for terms of two years.
- Section B: All Standing Committee Chairpersons and other appointments will serve the same two years of office as the officers.
- Section C: All elected and appointed positions may be held only by regular members. No individual holding an elected position in a national professional organization may run for President-Elect. No member may run for more than one position in any given election.

#### ARTICLE VI: ELECTIONS:

- Section A: Elections will take place in ~~the~~ odd numbered years.
- Section B: Not later than October 1, of each election year the Nominating Committee will report the nominees to the Board of Directors.
- Section C: ~~The Secretary will mail a ballot with the nominees and write in spaces to each regular member.~~ Voting will commence not later than October 10, of each election year.
- Section D: ~~The Secretary will count the ballots after~~ The ballots will be counted after the publicized deadline, but before November 20, of each election year, ~~and~~ The Past-President will certify the count to the Board of Directors.
- Section E: The newly elected Board members will take office on January 1, following their election.

#### ARTICLE VII: TERMINATION OF OFFICE:

- Section A: Any Board member who fails to fulfill the responsibilities of that office may be removed by a two-thirds vote of the Board. Before such action may be taken, the Board must give due written notification to the offending member and allow time for a full Board hearing if requested.
- Section B: Any unexpired term will be filled by the Board of Directors.

#### ARTICLE VIII: MEETINGS:

- Section A: CMC<sup>3</sup> will have at least one conference of the regular membership each year. The conference will be announced to the membership at least three months in advance. Other meetings will be announced at least one month in advance.
- Section B: The Board of Directors will meet annually before December 1, and at such times as the President and/or the Board shall deem necessary. There shall be at least two weeks notice given for the Board of Director meetings and quorum shall consist of a simple majority of the voting Board members.

#### ARTICLE IX: AMENDMENTS:

These By-Laws may be amended by a majority of the membership voting:

- Section A: The proposed amendment may be initiated by a majority vote of the Board of Directors or by a petition signed by 10 regular members.
- Section B: The Secretary will include an explanation of the proposed amendment with notice of a regular membership meeting. A simple majority vote of those in attendance at a regular membership meeting shall constitute ratification.

These By-Laws were adopted by a unanimous vote of the CMC3 Board of Directors on November 3, 1973.  
Amended, December 3, 1981  
Amended, December 6, 1991  
Amended, December 1, 1995  
Amended, December 10, 2011

CONSTITUTION OF CALIFORNIA MATHEMATICS COUNCIL, COMMUNITY COLLEGES

- Article I. NAME: The name of this organization shall be California Mathematics Council, Community Colleges (CMC<sup>3</sup>). The term Community College shall include any two-year public, private, or technical institution.
- Article II. PURPOSE: To provide a forum through which Community College Mathematics faculty in Northern and Central California shall express themselves professionally at a local, state, and national level and to support mathematical activity by students and faculty.
- Article III.** MEMBERSHIP: All persons interested in the purpose of CMC<sup>3</sup> shall be eligible for membership.
- Section A: Regular membership shall be restricted to present and former Community College Mathematics faculty in California.
- Section B: Only the regular membership shall have voting privileges.
- Section C: Associate membership shall consist of all other interested individuals and groups.
- Article IV. OFFICERS: The officers of CMC<sup>3</sup> shall be: (1) President, (2) President-Elect, (3) Secretary, (4) Treasurer, and (5) Past-President.
- Article V. GOVERNMENT: CMC<sup>3</sup> shall be governed by the Board of Directors. The Board shall consist of the officers plus four members-at-large and the Chairperson of each Standing Committee as specified by the By-Laws. Eligibility for Board membership is restricted to regular members.
- Article VI. ELECTIONS: The biannual elections shall be conducted by a mail ballot of the Regular Membership. Election shall be by a plurality of the returned ballots. In the event of a tie, the President shall draw lots.
- Article VII. AMENDMENTS: This constitution may be amended by 2/3 of the membership voting.
- Section A: The proposed constitutional amendment may be initiated by 2/3 vote of the Board of Directors or by a petition signed by 20 regular members.
- Section B: The proposed constitutional amendment will be submitted to the secretary not later than September 1, of an election year. The Secretary shall include the proposed amendment with the ballot.
- Article VIII. RESTRICTION OF POWERS: No part of the net earnings of the organization

shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Two hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition of any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(6) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article IX. DISSOLUTION: Upon the dissolution of the association, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Common Pleas of the county in which the principal office of the organization is then located exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article X. BY-LAWS: By Laws to execute the provisions of this Constitution shall be adopted by the Board of Directors. These By-Laws shall delineate the responsibilities of the officers and committees and shall expedite the business operations of CMC3.

This Constitution was adopted by a unanimous vote of the CMG<sup>s</sup> Board of Directors on November 3, 1973.

Amended, December 6, 1991