

BYLAWS OF THE  
WASHINGTON MATHEMATICAL ASSOCIATION  
OF TWO-YEAR COLLEGES  
(Approved 20 June 2015)

Article 1 – Membership

Any person becomes a member upon filling out the membership form and paying dues for the current membership year. The membership year will run from the beginning of the annual meeting to the beginning of the next annual meeting regardless of when dues are paid. Only members of the Association may vote, hold office, nominate candidates for office, or serve on official committees.

Article 2 – Duties of Officers

The President shall:

- a. preside at all meetings of the Association, serve as Chairman of the Executive Board and the Annual Membership meeting, and prepare the agendas for these meetings.
- b. act as ex-officio member of all committees.
- c. perform all other duties that regularly pertain to the office.
- d. organize and coordinate the program of the Annual Membership meeting.
- e. appoint WAMATYC delegates to the national convention of AMATYC.
- f. act as the organization's official representative and as liaison between the Executive Board and the membership.
- g. have a term of office of two years commencing immediately upon completion of the term as president-elect.

The President-Elect shall:

- a. serve as a member of the Executive Board.
- b. preside at meetings in the absence of the President.
- c. be responsible for the minutes of Executive Board meetings and the Annual Membership meeting.
- d. serve as President in the event that the current President is unable to perform his/her duties.
- e. have a term of office of two years commencing immediately upon election.
- f. become the President upon the completion of the term as President-Elect.

The Past President shall:

- a. serve on the Executive Board for a term of two years after the completion of the term as President.
- b. serve as chairman of the nominating committee.
- c. assist the President.

The Financial Officer shall:

- a. be in charge of records and funds of the Association.
- b. be in charge of all receipts and disbursements of the Association and keep accurate records of the same.
- c. make a financial report at each regular business meeting.
- d. keep an up-to-date file and mailing list of members.
- e. have a term of office of four years (offset from the Webmaster's start of term by 2 years).

The Webmaster shall:

- a. maintain the organization's website and social media feed(s) with current accurate information, documents, announcements, and notices.
- b. notify members of Association meetings.
- c. work with AMATYC to assure that the affiliate contact information is listed accurately on their website.

- d. assist the President with correspondence to AMATYC and the membership as needed.
- e. have a term of office of four years (offset from the F.O.'s start of term by 2 years).

### Article 3 – Election Procedures

The nominating committee shall be chaired by the Past-President and consist of at least two other members appointed by the Executive Board. The nominating committee shall solicit and select a slate of nominees. Anyone desiring nomination for an office shall notify any member of the nominating committee in writing by mail, email, or equivalent means, and present to the member a brief sketch of professional background at least two months prior to the annual meeting. Officers may run for re-election. The nominating committee shall mail the slate of nominees and the biographical sketches to all members in good standing at least one month prior to the annual meeting. These ballots are to be returned to the nominating committee at least two weeks prior to the annual meeting. The nominating committee may choose to conduct the election by regular mail, email, or other appropriate means that may become available. The Past-President, as chair of the nominating committee, is responsible for sending and tabulating the ballots and will report the election results to the membership. Elections shall be by plurality of the ballots returned to the nominating committee by the specified date. In the event of a tie, the Past-President will employ a reasonable random process to determine the winner in a timely manner.

### Article 4 – Amendment of the Bylaws

Amendments to the Bylaws may be proposed by a majority vote of the members at the annual meeting. The proposed changes become part of the Bylaws by the affirmative vote of a simple majority of members responding by mail, email, or other appropriate ballot by the deadline stated on the ballot. Ballots will be prepared, distributed, and tallied by the Executive Board or its delegate(s).