

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 group membership will be acted upon by the Board of Directors.

ARTICLE III: THE BOARD OF DIRECTORS

- Section A: The Executive Committee of the Board shall consist of the President, President-elect, Past-president, Treasurer, and Secretary. Members of the Executive Committee shall be regular members, actively employed in good standing at a two-year college in California within the geographical limits of the organization or retired in good standing from the same.

Should the employment status of a member of the Executive Committee change during the course of the term, they shall notify the Executive Committee. The remainder of the Executive Committee will then determine through a majority vote whether it serves the Organization for the member to finish their current term.

Section B: The President shall serve as the Chairperson of the Board of Directors and 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 C: The Past-President will assist and advise the President and be responsible for the following:

1. Acting as the Nominations Committee Chairperson,
2. Serving as a member of the CMC₃ Foundation,
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, the Executive Committee may appoint an interim replacement who must then be approved by the Board of Directors.

Section D: The President-Elect will serve only one term but may run again for this position after completing their 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, resignation, or removal,
2. Serving as the Fall Conference Coordinator, and
3. Performing other duties as assigned by the President.

Section E: 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 previous 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. Maintaining the organization's archives, and
5. Performing other duties as assigned by the President.

Section F: 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. Receiving and depositing organization funds,
5. Preparing and filing all tax forms and audit materials for the organization,
6. Serving as a member of the CMC³ Foundation, and
7. Performing other duties as assigned by the President.

Section G: The Board will have four Members-at-Large who are elected by the membership. 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, such as

1. Campus-Representative Coordinator,
2. Conference subcommittees,
3. Association Liaisons,
4. Awards,
5. Electronic Communications, and
6. Others as dictated by the needs of the organization.

Section H: The members of the Executive Committee, excluding the President, the Chairpersons of the Standing Committees, and the Members-at-Large are voting members of the Board and will report regularly at Board meetings. The President votes only in the case of a tie.

Section I: 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.

Voting may take place in person, virtually, by phone, or electronically as requested by the President or their designee. The secretary shall keep record of all such votes. If it is not feasible to call a vote of the full Board, the Executive Committee may vote and report results to the full board by email or at the next regular meeting.

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 are responsible for all aspects of the conference(s) that are sponsored by the organization. The Conference Coordinators, with approval of the Executive Committee, will appoint all subcommittee chairpersons. 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, 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. The Membership Committee will be chaired by the Membership Chairperson, who is responsible for membership drives, conference registration, maintaining the membership database, and supervising the publication of the organization's membership directory. The Membership Chairperson will report at each Board meeting.
4. The Business Relations Committee 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. The Business Liaison will report at each Board meeting and will work closely with the Treasurer and the Conference Chair(s).

5. The Adjunct Faculty Committee will be chaired by the Adjunct Faculty Chairperson who is responsible for coordinating all adjunct faculty activities. The Adjunct Faculty Chairperson will report at each Board meeting.
6. The Webpage Committee will be chaired by the Webmaster, who is responsible for maintaining and updating the organization's website and managing the tools for online conference registration.

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

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 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: Voting will commence not later than October 10 of each election year.

Section D: The ballots will be counted after the published deadline, but before November 20, of each election year. 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 their office may be removed by a majority vote of the Executive Committee. Before such action may be taken, the Executive Committee must give due written notification to the offending member. The member may appeal their removal to the full Board within 15 days of notification of removal. The Board will meet to consider the appeal within 30 days.

Section B: Any unexpired term will be filled by the Board of Directors.

ARTICLE VIII: MEETINGS

Section A: CMC³ 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.

ARTICLE X: CODE OF CONDUCT AND RESPONSIBILITIES

Section A: Data Privacy Responsibility: As part of their regular duties, members of the Board of Directors and Committee members collect and handle personal membership information and sensitive information relating to the CMC³ organization. Members of the Board of Directors and Committee members shall exercise reasonable care to maintain the privacy of that information and, upon termination of their term of office, shall surrender that information to their successor.

Section B: Conflicts of Interest - Board of Directors and Committee members should carefully avoid conflicts of interest and appearance thereof. A conflict of interest may exist when these individuals or members of their immediate family have an affiliation or duty that may be seen as competing or conflicting with the interests of CMC³. Potential conflicts may be resolved by one or more of the following actions:

1. Disclosure of the conflict to the Board of Directors
2. Non-appointment to the position where a conflict is likely to occur
3. Withdrawing from any official duties affected by a conflict of interest; or
4. Resignation from the relevant position.

Where a conflict exists, the parties involved should consider the four alternatives above and resolve the actual or potential conflict at the earliest opportunity.

Section C: All Board of Directors and Committee members should be reminded of Article X and its contents at the beginning of the first Board of Directors meeting of each Calendar Year by the President or their designate.

ARTICLE XI: ONLINE REPRESENTATION OF CMC³

Section A: CMC³ shall have and actively maintain an online presence for the purposes of dissemination of CMC³ related information and promotion of approved events,

awards, scholarships, or other items approved by the Executive Committee or its designee.

Section B: Any website or social media account representing CMC³ must be approved by the Board of Directors and under the control of at least two representatives of CMC³ as appointed by the President or their designee.

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

Amended, December 11, 2021

CONSTITUTION OF CALIFORNIA MATHEMATICS COUNCIL, COMMUNITY COLLEGES

- Article I. NAME: The name of this organization shall be California Mathematics Council, Community Colleges (CMC³). 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 CMC³ 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 CMC³ shall be: (1) President, (2) President-Elect, (3) Secretary, (4) Treasurer, and (5) Past-President.
- Article V. GOVERNMENT: CMC³ 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 CMC³'s Board of Directors on November 3, 1973.

Amended, December 6, 1991