**Model State/Regional Constitution & By-Laws**

(Based off of the Florida Association of Mu Alpha Theta's Constitution)

**Article I. Name**

The name of this organization shall be the \_\_\_\_\_\_\_\_\_ Association of Mu Alpha Theta.

**Article II. Purpose**

The purpose of this organization is to inspire keen interest in mathematics, develop strong scholarship in the subject, and promote the enjoyment of mathematics among high school and two-year college mathematics students through the unification of the Mu Alpha Theta chapters in the state of \_\_\_\_\_\_\_\_\_. Notwithstanding any other provision of those articles, the purpose for which the association is organized is exclusively religious, charitable, scientific, literary, and educational within the meaning of 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any further United States Internal Revenue Law.

**Article III. Affiliation and Coordination**

The \_\_\_\_\_\_\_\_ Association of Mu Alpha Theta shall be governed by the academic and financial policies laid down in the National Mu Alpha Theta constitution.

**Article IV. Membership**

A. Any active chapter in \_\_\_\_\_\_\_\_\_ is eligible for membership in the association. Active is defined as a chapter which has paid national and state dues for all members by the designated deadline and which has not had this privilege suspended by the Executive Board.

B. Approval for membership shall be given by the Executive Board upon written application by the chapter and receipt of dues.

C. The Executive Board has the right to declare on probationary status any member chapter that fails to abide by the provision of the Constitution and By-Laws of the organization.

D. Chapters with probationary status shall be reinstated upon review by the Executive Board.

**Article V. Officers**

A. Officers

1. The elected officers of the organization shall be the President; Vice-President for State Convention; Vice-President for Regional/Statewide Competitions; Vice-President for State Tests; Vice-President for Computer Operations; Secretary; Treasurer; and Regional Directors.
2. The above officers will be nominated either by the Nomination Committee or from the floor of the sponsors’ meeting at the annual convention and shall be elected by a majority vote of those sponsors present at the meeting. Each member chapter shall be given one vote. Regional Directors will be elected at the annual state convention by a majority vote of those sponsors in their specific region.
3. Officers elected at the annual sponsor’s meeting at the state convention shall hold office from the close of that convention until the close of the next annual state convention. Officers may be elected for consecutive terms.

B. Duties

The duties of the officers shall be as follows:

1. President  
   a. Promote the activities of the organization  
   b. Preside at meetings of the organization  
   c. Represent the organization when necessary  
   d. Administer the policies of the Constitution and the By-Laws  
   e. Appoint a Chairman of the Nomination Committee from among the Regional Directors  
   f. Sign contracts for the state convention
2. Vice-President for State Convention  
   a. Act in the absence of the President and act for the President when requested to do so  
   b. Coordinate the activities of the annual state convention
3. Vice-President for Regional/Statewide Competitions  
   a. Coordinate the regional competitions  
   b. Coordinate the writing of tests for regional competitions  
   c. Inform statewide hosts of the test writing responsibilities  
   d. Develop a calendar for regional and statewide competitions
4. Vice-President for State Tests  
   a. Coordinate the test writers for all state tests  
   b. Arrange for editing and printing of all tests  
   c. Responsible for testing and coordination between resolution center and scoring room at state convention
5. Vice-President for Computer Operations  
   a. Maintain the scoring program  
   b. Train newcomers on the scoring program  
   c. Maintain website  
   d. Maintain online enrollment  
   e. Score the state convention
6. Secretary  
   a. Maintain a record of the minutes of all organization meetings  
   b. Handle all correspondence of the organization  
   c. Maintain and disseminate a current Constitution and By-Laws
7. Treasurer  
   a. Collect and disburse funds of the organization  
   b. Provide an annual financial report at the state convention  
   c. Maintain a record of all financial transactions of the organization  
   d. Arrange for the filing of the Federal 990 tax form and any necessary state tax forms.
8. Regional Directors  
   a. Represent their region on the Executive Board  
   b. Assist the Vice-President for Regional/Statewide competitions with competitions in their region  
   c. Assist regional competition hosts  
   d. Be able to run the scoring program

**Article VI: Executive Board**

A. There will be an Executive Board composed of the elected officers named under Article IV; the Membership Chairman; the National Mu Alpha Theta Representative; and the \_\_\_\_\_\_ Council of Teachers of Mathematics Representative

B. Each member of the Executive Board shall have one vote on the Board.

C. It will be the duty of the Executive Board to manage the affairs and funds of the organization in accordance with the wishes expressed in its general meetings.

D. There shall be a minimum of two regular meetings of the Executive Board each year.

1. Each member of the Executive Board attending a regular meeting, other than one held during the annual state convention, shall be reimbursed for necessary expenses.
2. A majority of the members of the Executive Board constitutes a quorum.

E. In the event an office (besides President) becomes open, the President shall, with approval of the majority of the board, appoint a successor who shall serve out the remainder of the term until the next State Convention. In the event the position of President becomes vacant, the order of succession shall be the Regional Directors in order of seniority. This person shall, with the approval of the majority of the board, appoint a successor to the vacant position. Both of these officers shall serve until the next State Convention.

**Article VII: Amendments**

This Constitution may be amended by the following procedure:

A. The amendment is presented in writing and distributed at the sponsor’s meeting during the state convention.

B. The amendment is approved by two-thirds of the present member schools at the sponsors’ meeting. Each member school shall be given one vote.

**Article VIII: Parliamentary Procedure**

All matters of procedure not specified in this Constitution will be governed by the Revised Robert’s Rules of Order.

**Article IX: Dissolution**

If at any time the organization does cease to carry out the purposes as herein stated; all assets and property held by it, after payment of its liabilities, shall be paid over to the National Mu Alpha Theta Educational Foundation.

**Article X: Date of Effectiveness**

This Constitution will become effective immediately after being approved.

**BY-LAWS**

The following constitute the By-Laws of the \_\_\_\_\_\_\_ Association of Mu Alpha Theta. Changes to the By-Laws may be made upon recommendation and approval of the Executive Board.

**A. Appointed Positions** - The positions of Membership Chairman, Online Mu’s News Editor, National Mu Alpha Theta Representative, and Florida Council of Teachers of Mathematics Representative will be appointed by the President with Executive Board approval for one year. At the end of the one year term, an individual may again be appointed to the same position. The duties of these positions shall be as follows:

1. Membership Chairman:  
   a. Promote membership in the organization  
   b. Maintain a list of member chapters  
   c. Maintain a list of all student members of each member chapter  
   d. Maintain a list of sponsors of member chapters
2. Online Mu’s News Editor: Act as the Mu’s News webmaster
3. National Mu Alpha Theta Representative: Coordinate communications and activities with the National Mu Alpha Theta
4. \_\_\_\_\_ Council of Teachers of Mathematics Representative: Coordinate communications and activities with the \_\_\_\_ Council of Teachers of Mathematics
5. The President will have the authority to appoint committees as deemed necessary
6. The President may invite chairs of special committees to the Executive Board meeting with non-voting status and at the expense of the Association

**B. State Headquarters** - State headquarters shall be established at the school where the President is sponsor.

**C. Regions** - Regions for the organization shall be determined by the Executive Board.

**D. Dues**

1. Each member club shall submit to the state treasury dues on a scale as follows:  
   a. $\_\_\_\_ registration is required for clubs with 10 or less members   
   b. For clubs with more than 10 members a registration fee of \_\_\_\_\_\_ per member is required.
2. These dues shall be used for:  
   a. Expenses of the state organization  
   b. Cash awards to individual winners at the state convention  
   c. Aid to the host school for convention/regional expenses  
   d. Aid to the winning Theta, Alpha, and Calculus teams at the state convention to be used for participation at the national convention  
   e. Travel expenses for the Executive Board as necessary  
   f. Any and all other Association business as may be deemed necessary for its successful operation