

G. NAM's BY LAWS, 1994 with Amendments 1997-99 Incorporated

ARTICLE I. NAME AND PURPOSE

Section 1. Name

The name of this organization shall be The National Association of Mathematicians, Inc., to be called NAM in these By-Laws.

Section 2. Mission, Purposes and Goals

“The National Association of Mathematicians, Inc. (NAM) is a non-profit professional organization in the mathematical sciences with membership open to all persons interested in the mission and purposes of NAM which are:

**Promoting Excellence in the Mathematical Sciences and
Promoting the Mathematical Development of Under-represented American Minorities**

Specifically, the major goals of NAM are:

- To engage in activities, projects, programs, conferences, workshops, seminars, etc. that are designed to inspire, motivate, promote, and assist all persons of all ages to seek, embark or maintain an active interest/career affinity in some area (s) of the mathematical sciences.
- To identify and seek viable solutions to problems relevant to providing a quality education for all students (at all levels) in the mathematical sciences.
- To promote and assist in the continued professional development of practicing mathematical scientists and educators, especially under-represented American minorities;
- To support the continued development of excellence in teaching and curriculum enhancement in the mathematical sciences, especially at HBCU/MI;
- To advocate, promote and support research in the mathematical sciences, especially by under-represented American minorities;
- To increase the mathematical sciences community and general public's awareness of issues of importance in areas of the mathematical sciences, especially those that are of great interest to under-represented American minorities;
- To annually produce various publications about the affairs of NAM and about the status of under-represented American minorities in the mathematical sciences;
- To develop and maintain databases/directories regarding baseline data on mathematical professionals and students who are under-represented American minorities as well as provide interventions and services that might significantly improve the mathematical development of the latter group; and
- To solicit and aid in the soliciting of funds for the realization of the aforementioned goals.”

Section 3. Incorporation

The National Association of Mathematicians, Inc. is an incorporated body, having duly satisfied the laws and status in Fulton County, Georgia for the purpose of conducting charitable and educational endeavors for the advancement of mathematical programs.

ARTICLE II. ORGANIZATIONAL STRUCTURE

Section 1. The Number of Levels (Tiers)

The Corporation shall have six organizational levels (Tiers) at which the affairs of NAM will be conducted. The organizational levels will be listed in Section 2, beginning with the Tier directly involving the largest number of persons.

Section 2. Name and Composition of Each Tier

A. Tier I. – GENERAL MEMBERSHIP

The general membership shall consist of all the individuals who have met active membership requirement for a given period of time.

B. Tier II. – INSTITUTIONAL REPRESENTATIVES

Institutional representatives shall consist of all those persons selected/appointed by State and Regional Representatives and confirmed by the Board of Directors to serve as NAM's liaison persons at Historically Black Colleges and Universities and Minority Institutions of higher learning (HBCU/MI).

C. Tier III. – STATE/AREA REPRESENTATIVES

State/area representatives shall consist of all persons selected/appointed by NAM's Board of Directors to serve as NAM's State/Area liaison persons.

D. Tier IV. – REGIONAL AND SPECIAL INTEREST REPRESENTATIVES

The regional and special interest representatives shall consist of persons elected by the general membership to represent designated geographical regions and designated special interest groups. Each person duly elected is to serve as NAM's liaison person as well as NAM's Coordinator of Activities for that region/special interest group.

E. Tier V. – BOARD OF DIRECTORS

The Board of Directors shall consist of persons elected by the general membership of NAM to officially manage the affairs of NAM, including NAM's Regional and Special Interest Representatives.

F. Tier VI. – THE NATIONAL OFFICE (Office of NAM’s Executive Secretary)

The National Office of NAM is under the auspices of the Board of Directors of NAM and is operated by an Executive Secretary who is appointed by the Board of Directors for a period of five (5) years. The appointment of the first Executive Secretary (Johnny L. Houston, Ph.D.) was in April 1975 and with successive appointments each calendar year that was divisible by five, during the spring Board Meeting of that year. An Executive Secretary may be reappointed as often as the appointment is mutually agreeable between the entire Board of Directors of NAM and the appointee.

ARTICLE III. MEMBERSHIP

Section 1. Membership Determination and Membership Dues Determination

- A. Any mathematical professional, student or interested person who is willing to abide by the By-Laws of NAM (as a Corporation) and obey and conform to the rules and regulations of the Corporation shall be eligible for membership.
- B. All applications for membership shall be submitted to the Board of Directors and no applicant shall be admitted to membership without this application having been officially approved by a simple majority vote of the Board of Directors. The decision to initially approve a membership application may be delegated to the National Office, with final approval subject to action by the Board of Directors.
- C. For due cause, any membership may be suspended or terminated. Sufficient cause for suspension or termination shall be violation of these By-Laws or any lawful rule or practice duly adopted by the Corporation, failure to pay membership dues, within two months after the renewal amount becomes due, or failure to pay assessment which may be levied as provided for in these By-Laws. Suspension or termination shall be by vote or other procedure established by the Board of Directors. Upon termination of membership for any reason, the said member shall have no rights or claim upon the assets or property of the Corporation or to legally participate in the affairs/activities of NAM. Membership shall be nontransferable.
- D. Membership dues and application/renewal of application fees required for membership in this Corporation may be determined by approval of a three-fourths (3/4) majority vote of the Board of Directors.

Section 2. Types of Membership

- A. The National Association of Mathematicians, Inc., offers nine (9) distinct types of memberships:
 - (1) Regular Individual Membership
 - (2) Sustaining Individual Membership
 - (3) Contributing Individual Membership
 - (4) Life Individual Membership
 - (5) Student Membership
 - (6) Institutional Membership
 - (7) Honorary Membership
 - (8) Corporate Membership [added by Amendment in 1999]
 - (9) Corporate Life Membership [added by Amendment in 1999]

B. Regular Individual Membership

Entitles the individual to:

- (1) A membership card, certifying membership in NAM for a fiscal year for which the dues have been paid;
- (2) Voting privileges and other official participation in the business affairs of NAM at the Institutional, State, Regional, and National levels;
- (3) Eligibility to become a candidate for an appointed or elected position of NAM at the Institutional, State, Regional, and National levels;
- (4) Eligibility to officially participate in activities of NAM at the Institutional, State, Regional, and National levels;
- (5) A subscription to NAM's Newsletter free of charge during the fiscal year of membership;
- (6) Eligibility to submit materials to NAM's Newsletter (other than advertisement) to be published free of charge;
- (7) Eligibility to receive all materials and services that are provided free of charge to the members of NAM;
- (8) Eligibility to receive special member's rates for materials and services provided by NAM for a fee.

C. Sustaining Individual Membership

Entitles the individual member to the same privileges as that of a Regular Individual Membership, plus the recognition for having made a greater financial contribution to NAM than the persons holding Regular Individual Membership.

D. Contributing Individual Membership

Entitles the individual member to the same privileges as that of a Regular Individual Membership, plus the recognition for having made a greater financial contribution to NAM than the persons holding Regular Individual Membership or Sustaining Individual Membership.

E. Life Individual Membership

Entitles the individual member to all rights and privileges for Regular Individual Membership for the duration of his/her natural life without requiring any additional financial commitment from the individual member.

F. Student Membership

Entitles the individual student member to all the rights and privileges of persons holding Regular Individual Membership in NAM, with the exception of being eligible for election to the Board of Directors.

G. Institutional Membership

Entitles the individual to:

- (1) Voting privileges, and other official participation by its Institutional Delegates in the business affairs of NAM at the Institutional, State, Regional, and National levels;
- (2) A subscription to NAM's Newsletter free of charge during the fiscal year of membership;
- (3) Eligibility to submit materials to NAM's Newsletter (other than advertisement) to be published free of charge;
- (4) All materials and services that are provided free of charge to the members of NAM will be provided to the Institutions, via its Institutional delegate;
- (5) One Individual Membership for a faculty member at the institution for the concurrent fiscal year of the Institutional Membership;
- (6) One Student Membership to be specified by the Institutional Delegate for the concurrent fiscal year of the Institutional Membership;
- (7) A one-time advertisement in a NAM Newsletter (1/4 or 1/2 page) at the rate of 1/2 the regular price during the fiscal year of membership;
- (8) All additional advertisements in NAM's Newsletter (after first 1/2 price) is at the rate of regular advertisement prices;
- (9) Special member's rates for materials and services provided by NAM for a fee.

H. Honorary Membership

Honorary membership shall consist of all the privileges of the categories so named in the Honorary Membership. Honorary Membership may be awarded by the Board of Directors after approval by a three-fourths majority vote by the Board of Directors.

I. Corporate Membership [added by Amendment in 1999]

Corporate membership shall consist all of the privileges similar to that of Institutional Membership as they are relevant for the given Corporation. The Board may award special privileges for this membership and grant special recognitions that are mutually agreeable between NAM's Board of Directors and the Corporation. Corporate Membership may be awarded by the Board of Directors after approval by a three-fourths majority vote by the Board of Directors. This membership is for period of one calendar year.

J. Corporate Life Membership [added by Amendment in 1999]

Corporate Life Membership shall consist all of the privileges similar to that of Institutional Membership as they are relevant for the given Corporation. The Board may award special privileges for this membership and grant special recognitions that are mutually agreeable between NAM's Board of Directors and the Corporation. Corporate Life Membership may be awarded by the Board of Directors after approval by a three-fourths majority vote by the Board of Directors. This membership is perpetual and the Corporation will not be required to pay additional membership fees in the future.

Section 3. Fiscal Year

- A. With the exception of Life and Honorary Memberships, dues are to be paid annually according to NAM's fiscal year.
- B. NAM's fiscal year is January 1 to December 31 of each calendar year.

ARTICLE IV. BOARD OF DIRECTORS AND OFFICERS

Section 1. The Composition, Powers and Responsibilities of the Board of Directors

- A. The Board of Directors of the Corporation shall consist of nationally elected officers, an editor, nationally elected members-at-large, and an appointed-selected Executive Secretary.

- B. The Board of Directors of the Corporation shall have vested in it and shall exercise all the corporate powers of this Corporation except those which may be reserved to other levels of the organization in these By-Laws or in the Articles of Incorporation. The said Board shall consist of a maximum of eleven voting members.

- C. It shall be the duty of the Board of Directors to conduct the business of the Corporation, manage its resources, supervise the election of Board members by the membership, appoint such positions and committees as it may deem necessary, publish a newsletter quarterly, perform all other acts and duties not herein reserved to the membership or other levels of the organization, and establish whatever procedures and processes deemed necessary and proper to carry out the mission, purposes, and goals as well as other affairs of the Corporation.

- D. It shall be the duty of the Board of Directors to determine and regulate all fees for services produced by NAM; specifically, advertisement fees for the Newsletter, sales fees for documents produced, fees for services provided, membership dues, etc.

- E. The Board of Directors shall hold at least two meetings annually (Spring and Winter) of each year, at which meetings the affairs of the Corporation shall be attended, a slate of nominees for Board members be prepared (when appropriate), and transact any other business of the Corporation it deems necessary and proper.

- F. Special meetings of the Board may be held upon request of the President at such time and place as he/she may designate. Special meetings may also be held upon the request of a two-thirds majority of the members of the Board.

- G. Notice of the annual meetings shall be given to each Director personally, via telephone or by mailing the same to him/her at the post office address as shown by the records of the Corporation, at least thirty days before the day of the meeting. Notice of special meetings shall be given each director by serving him/her with such notice personally telephone or by mailing the same to the post office address as shown on the records of the corporation not less than fourteen days prior to the day fixed for said special meeting; a special meeting of the Board may be held at anytime if a request of such meeting is agreed in advance thereof by two-thirds (2/3) of the Directors.

- H. A majority of the Board of Directors shall constitute a quorum to transact business.

Section 2. Officers and their Responsibilities

- A. The officers of the Board of Directors and of the Corporation shall be a President, Vice-President, and a Secretary-Treasurer, who shall be elected by the membership and who shall hold office until their successors are elected or selected and installed, and an Executive Secretary who shall be appointed by the Board of Directors.

- B. These four officers shall comprise the Executive Committee of the Board of Directors/Corporation.
- C. The Executive Committee has the authority to officially act on behalf of the Board of Directors/Corporation in case of emergency and in cases where it is not feasible to convene or poll the entire Board. A three-fourths (3/4) majority of the Board has the authority to overturn non-emergency decisions of the Executive Committees. The Executive Committee of the Board of Directors is required to provide a written report, at each meeting of the Board, of all major or policy decisions made by this Committee on behalf of the entire Board/Corporation since the Board's last meeting.
- D. The President or designee shall perform all functions of leadership; the president shall be the official spokesperson of the Corporation and shall perform such other duties as may be specified in these By-Laws, by the Board of Directors, or that he deems necessary and proper.
- E. The Vice-President shall perform all functions of leadership in the absence of the President and shall perform such other duties as the Board of Directors may specify.
- F. The Secretary-Treasurer shall keep the minutes of all meetings of the Board of Directors and the Corporation and shall keep all of the official books and records of the Board of Directors/Corporation. He/she shall keep the books of accounts of the Corporation and shall have the primary custody and control of all the monies of the Corporation and shall deposit the same in such banks or other financial institutions as may be designated by the Board. He/she shall pay all legal claims against the Corporation when directed to do so by the Board of Directors. He/she shall make an annual report of the business and finances of the Corporation to the Board of Directors and to the general members of the Corporation and such reports as the Board may from time to time request; and he/she shall perform such other duties as may be specified by the Board of Directors.
- G. The administration and perpetual management of the Corporation shall be vested in an Executive Secretary. He/she shall direct activities of the Corporation and perform such other duties as may be defined by the Board of Directors or delegated to the National Office by the Board of Directors.
- H. In case any member of the Board of Directors of the Corporation shall for any reason be unable or shall fail to perform the duties of his/her office, the other members of the Board of Directors shall select or elect a successor for his/her remaining term of office, and then report their actions/rationale to the members of the Corporation.

Section 3. Qualifications for candidate for a position on the Board of Directors

- A. Qualifications for Candidates for a position on the Board of Directors
 - (1) The person must be a current member of NAM in good standing.
 - (2) The person must have held membership in NAM in good standing at least two years prior to the current fiscal year.
 - (3) The person must be currently employed as a professional mathematician.
 - (4) The person must have had previous employment at an institution of higher learning at least two of the last five years prior to the current year, an exception is to be made for the representative on the Board selected for Outside of Academia;

- (5) The person must be selected as a nominee by the Legislation Nomination Committee (of the Board) as a candidate for the position, can be petitioned (by signature) to be put on the ballot by at least five percent of the financially current membership, or be selected for a position on the ballot by nomination from the floor with a simple majority vote of approval of the nomination by the membership at a regular/called meeting of the membership.

B. Qualifications for an At-Large Member position on the Board of Directors.

- (1) The person must be a current member of NAM in good standing.
- (2) The person must have held membership in NAM in good standing at least two years prior to the current fiscal year.
- (3) The person must be currently employed as a professional mathematician and he or she must be qualified/a bonafide person for the position being considered.
- (4) The person must be selected as a nominee by the Legislation and Nomination Committee (of the Board) as a candidate for the position, be petitioned (by signature) to be put on the ballot by at least five percent of the financially current membership, or be selected for a position on the ballot by nomination from the floor with a simple majority vote of approval of the nomination by the membership at a regular or called meeting of the membership.

Section 4. Composition of the Board of Directors, Terms of Office, Elections

- A. The Board of Directors shall consist of the three officers of the Board and of the Corporation: a president, a vice-president, and a secretary-treasurer, an editor; members at large representing special areas of concern:

Member R-A, elected to represent Region A; Member R-B, elected to represent Region B
Member R-C, elected to represent Region C; Member M-I, elected to represent Majority Institution
Member C-C, elected to represent Community Colleges [added by Amendment in 1999]
Member O-A, elected to represent mathematicians outside of academia, and the Executive Secretary

Election Cycles:

1999, Cycle I: Member R-A, Government/Industry Member, President
2000, Cycle II: Member R-B, Majority Institution, Vice President
2001, Cycle In: Member R-C, Community College, Secretary/Treasurer; repeat cycles.

- B. All members of the Board shall be elected to a term of office for a period of two years and elections shall be staggered for continuity. Regular elections shall occur in the fall of each year and the persons elected shall be duly installed at the first Annual NAM meeting following the election. **The term of each elected position is now three (3) years.** [changed by an Amendment in 1998]
- C. The Editor shall be responsible for the production of the Corporation's Newsletter and shall perform such other duties as the Board of Directors may specify. **Beginning in 2000, the editor will be an appointed position for a period of three years.** [changed by an Amendment in 1999]
- D. The Executive Secretary shall be selected to serve for a period of five (5) years and shall begin the term of office at the Spring Board Meeting. His/her selection must be the unanimous choice of the existing Board of Directors. **In 2000, a new Executive Secretary is scheduled to be appointed.**
- E. The election of the members of the Board of Directors shall be by official ballots and shall be supervised by the Board of Director's Committee on Legislation-Nomination when the election is by mail, all current members in good standing in NAM shall be provided a ballot and given reasonable time to return it.

Section 5. The Standing Committees of NAM’s Board of Directors

A. Listed below are the Standing Committees of NAM’s Board of Directors with the chairperson and vice-chairperson as designated.

Standing Committees	Chairperson	Vice-Chairperson
1. Executive	President	Executive Sec.
2. Membership	Member C-C	Member M-I
3. Programs	Vice-President	Member R-C
4. Finance	Sec. Treasurer	Member O-A
5. Publications-Publicity	Editor	Member R-B
6. Legislation-Nomination	Member M-I	Executive Sec.
7. Services-SpecialProjects	Member O-A	Member R-A
8. Region A Activity	Member R-A	Secretary-Treasurer
9. Region B Activity	Member R-B	Vice President
10. Region C Activity	Member R-C	Member C-C
11. Awards-Recognitions	Exec. Secretary	President

The Board of Directors may designate other persons to serve on these Committees if they desire or chairpersons may select/appoint other members to serve.

B. All Standing Committees are to have a maximum membership of seven persons unless designated otherwise by special approval of the Board of Directors. All Standing Committees are directly under the jurisdiction of the Board of Directors and all chairpersons and vice-chairpersons of these committees must be members of the Board. Other selected on these committees must be members of NAM.

C. Duties of Standing Committees

1. Executive

This Committee’s duties were defined under Board member responsibilities.

2. Membership Committee

This Committee has the responsibility for keeping the membership of NAM viable. This Committee is to develop proper forms for membership applications, for acknowledging the receipt of membership dues (membership cards), for informing and reminding persons that their dues are in the rear. Rules and procedures should be developed as to what kinds of products and services that NAM can and/or shall provide it members.

The major ongoing activities of this Committee will be that of developing and implementing Recruitment Strategies and that of keeping accurate membership records which also reflect current addresses and current financial status of all members as well as set membership goals and strategies to reach these goals.

3. Program Committee

This Committee has the responsibility of planning, organizing and implementing all the official programs of NAM at the National and Regional levels, annually, and all the official activities of NAM at these levels as well as assist with activities of the State and Institutional levels. This committee, when and where feasible, is requested to standardize its annual programs in terms of format and procedure, with special attention to be given to dates and places by deciding on these as early as possible and publicizing them in the Newsletter. A two-year advanced schedule is desirable.

4. Finance Committee

This committee has the responsibility of officially developing and publishing an annual financial report that accurately reflects the financial status of NAM as a business/non-profit corporation. These reports should be audited annually (internally or externally). Additionally, it is the responsibility of this committee to develop a two-year budget for NAM and to develop strategies for ensuring that monies will be available to support the budget. This may include reviewing and recommending new dues structuring, writing proposals to get financial support, investing NAM's trust funds for higher yield, planned giving, etc. This committee is to make recommendations on all activities of NAM for which NAM funds are being requested for support.

5. Publication-Publicity Committee

This committee has the responsibility of producing a quarterly newsletter, establishing all the rules and regulations with regard to the production of this Newsletter, projecting a minimal budget for the operation of this Newsletter and properly distributing it to all members and any other persons approved by the Board. By the way of the Newsletter, all the activities of NAM and all information deemed relevant to NAM is to be publicized. This Committee is to constantly implement plans and strategies for soliciting and obtaining materials to be printed in the Newsletter. The responsibility of this Committee also includes the investigation of all questions with regards to official publications on behalf of NAM and to develop all policies concerning official publications by NAM as well as to make recommendations about publications to the Board of Directors for their actions. Specifically, this Committee is to be responsible for the production and distribution of an annual Proceedings for NAM.

6. Legislation-Nomination Committee

This Committee has the responsibility of recommending and formulating in words all the updating or amending the By-Laws of NAM; developing rules and procedures (not otherwise designated) for soliciting nominations for a slate of Board members to be elected; establishing election dates and procedures, developing, distributing and tallying all ballots; as well as submitting all nomination slates and all results of an election to the Board prior to announcing these otherwise.

7. Services-Special Projects Committee

This Committee has the responsibility of approving and coordinating all services and special projects for NAM; developing and maintaining databases/directories for NAM, as well as establishing all the rules and procedures for NAM with regard to handling services and special projects approved; and constantly evaluating the above items and providing the Board of Directors with an annual status report and recommendations regarding all services and special projects.

8. Region A Activity Committee

This Committee shall consist of all the appointed representatives in Region A: State/Area and Institutional. The primary responsibilities of this Committee is that of planning and implementing the activities of NAM for this region as outlined in the By-Laws and as agreed by this group. Member R-A is the elected chairperson of this group. This Committee may exceed the maximum membership of seven.

9. Region B Activity Committee

This Committee shall consist of all the appointed representatives in Region B: State/Area and Institutional. The primary responsibilities of this Committee is that of planning and implementing the activities of NAM for this region as outlined in the By-Laws and as agreed by this group. Member R-B is the elected chairperson of this Committee. This Committee may have more than seven members.

10. Region C Activity Committee

This Committee shall consist of all the appointed representatives in Region C: State/Area and Institutional. The primary responsibilities of this Committee is that of planning and implementing the activities of NAM for this region as outlined in the By-Laws and as agreed by this group. Member R-C is the elected chairperson of this Committee. This Committee may have more than seven members.

11. Awards-Recognitions Committee

It is the responsibility of this Committee to review and make recommendations regarding all awards and recognitions that are being considered to be given by NAM at the national, regional, state or institutional level. This includes, but is not limited to, distinguished service awards, plaques, certificates, honorary memberships, named lecture series, etc. Once the award or recognition has been approved by the Board, this Committee is responsible for obtaining and making available the physical award or citation.

D. The President and Executive Secretary are ex-official members of all Standing Committees.

E. All official activities of the Board, not coming under the responsibility of the above Standing Committees, will be assigned to a task force, a Subcommittee of a Standing Committee, or it will become the responsibility of the Executive Secretary/National Office.

ARTICLE V. STATE/AREA REPRESENTATIVES

Section 1. Territorial Determination and Selection Process

- A. Any State, Area or Territory of the United States having two or more HBCU/MI's qualifies as a candidate for NAM's Board of Directors to select-appoint a State/Area Representative to serve as a liaison person for the promotion and facilitation of NAM's activities and affairs in that State/Area/Territory.
- B. The District of Columbia qualifies by its uniqueness for the appointment of a NAM Area Representative to serve as a liaison person for the promotion and facilitation of NAM's activities and affairs in the District of Columbia.
- C. Each State/Area Representative shall be selected-appointed for a period of two years.
- D. Persons selected-appointed to a position of the State/Area Representatives by the Board of Directors may be chosen by whatever method or procedure the Board of Directors may deem proper and effective for a given state/area.

Section 2. Affiliation with the Board of Directors

Each State/Area Representative is an official member of the Regional Activity Committee for that region.

Section 3. Qualifications for a State/Area Representative

- A. Each State/Area Representative must be a regular member of NAM in good standing at the time of appointment.
- B. Each State/Area Representative must have been a member of NAM for at least two years prior to their appointment.
- C. Each State/Area Representative must have resided and have been employed at least two immediate consecutive years in the state/area prior to an appointment as a Representative in that state/area.
- D. Each State/Area Representative must be employed as a professional mathematician in the state/area being represented.

Section 4. Responsibilities and Duties of the State/Area Representatives

- A. At the beginning of each academic year, each State or Area Representative is required to select or appoint a person to be NAM's Institutional Representative at each of the HBCU/MI's in the state/area
- B. At the beginning of each academic year, each State/Area Representative is required to attempt to identify under-represented American minority mathematical scientists in non-minority institutions, government and industry in the state/area and under-represented American minority graduate students studying a mathematical science at an institution located the state/area; send their names and addresses to the Executive Secretary of NAM and encourage these persons to become active members of NAM.

- C. Each State/Area Representative of NAM is required to plan and conduct (with assistance from Institutional Representatives in his state/area) at least one meeting annually. Announcements prior to the meeting and a detailed written report of the meeting is to be sent to the Executive Secretary of NAM and to NAM's Newsletter as well as to the Region Representative on NAM's Board.
- D. Each State/Area Representative is an official member of the Regional Activity Committee. Each year in January, each Representative is to file an annual report with the Regional Activity Committee Chairperson and with the Executive Secretary of NAM. This report should be a summary of NAM's activities in his/her area over the past year, projections for the next year and suggestions of activities at the Regional and National level for the next two years.
- E. Each State/Area Representative is required to submit (and encourage others to submit) information of interest to NAM's Newsletter and other publications, and to NAM's databases.

ARTICLE VI. NAM'S INSTITUTIONAL REPRESENTATIVES

Section 1. Institutions where Representatives are to be Selected-Appointed

Each HCBU/MI in a state/area that has a NAM State/Area Representative shall have an Institutional Representative to serve as a liaison for the promotion and facilitation of NAM's activities at the institution of higher learning where he/she has been appointed.

Section 2. Term of Appointment and Selection Process

- A. Each Institutional Representative shall be selected-appointed for a period of two years.
- B. Each State/Area Representative is to select-appoint an Institutional Representative by whatever method or procedure the State or Area Representative deems proper and effective for a given institution.
- C. Each Institutional Representative shall be a full time employee in an area of mathematical science (at the time of appointment) at the institution where he/she is appointed.

Section 3. Affiliation with NAM

Each Institutional Representative is an official member of the Regional Activity Committee of the region in which he/she resides.

Section 4. Responsibilities and Duties of Institutional Representatives

- A. Serve as NAM's liaison person at the institutions of his/her appointment.
- B. Solicit membership and involvement in NAM from colleagues of their institutions;
- C. Organize and preside over at least one NAM awareness meeting at their host institution annually;
- D. Serve on national, regional, and state committees of NAM that are compatible to interest;
- E. Submit information of interest to NAM's Newsletter and other NAM publication, and to NAM's databases.

ARTICLE VII. NAM'S NATIONAL OFFICE
(Office of the Executive Secretary)

Section 1. Purpose and Primary Function

- A. NAM's Board of Directors shall establish and maintain a National Office, to be operated by the Executive Secretary and a small support staff.
- B. The Office's telephone and post office address is to serve as the official national headquarters of NAM.
- C. The Office is to be the focal point and physical location of the major perfunctory and perpetual activities of NAM that have not been delegated otherwise.
- D. The Office shall serve as the focal point of all major communications and distributions that are received and transmitted by NAM.

Section 2. Authority

The perpetual operation and day-to-day decision-making in the Office shall be part of the authority vested in the Executive Secretary.

ARTICLE VIII. MEETINGS

Section 1. Membership

- A. There shall be an Annual Meeting for the membership of the Corporation each year for receiving reports, transacting the business affairs that are germane to the membership, and for presenting programs and activities that are deemed proper and worthwhile. All Annual Meetings shall be announced to the membership via Newsletter at least ninety (90) days prior to the date of the meeting.
- B. A special meeting may be called by the Board of Directors or upon the petition of two-thirds of the membership. All notices of a special meeting shall be sent by mail to each member at his/her post office address as shown by the records of the Corporation (or otherwise delivered) at least fourteen days prior to the date of the meeting.
- C. A Quorum shall consist of those members present at a properly called meeting.

Section 2. Representatives

There shall be an annual meeting of the Regional Activity Committees of NAM at the time and place deemed most feasible for the meeting to occur. All State/Area and Institutional Representatives are members of the Committee and are required to attend the meetings when feasible.

Section 3. Board of Directors

See Article IV for responsibilities of meetings of the Board of Directors.

ARTICLE IX. PERPETUAL ACTIVITIES OF THE CORPORATION

Section 1. Publications

- A. The Corporation shall publish a Newsletter at least quarterly, reporting items of information for the membership that will aid NAM in the accomplishing of its mission, purpose and goals.
- B. The Corporation shall develop and maintain the publication of a Mathematical Sciences Journal; at least one issue a year shall be published. The journal shall print research articles, articles in mathematics education, and other appropriate items of interest to the Mathematical Sciences Community.
- C. NAM shall encourage and engage in the publications of books and monographs that are relative to under-represented American minorities in mathematics and in general.

Section 2. Databases-Directories

- A. The Corporation shall develop and maintain a current directory (database) of under-represented mathematical scientists and educators in the United States especially of those who have earned a doctorate degree.
- B. The Corporation shall develop and maintain a current directory (database) of all under-represented American graduate students studying for a doctorate degree in one of the mathematical sciences.
- C. The Corporation shall develop and maintain a current directory (database) of all faculty in the mathematical sciences at HBCU/MI's.
- D. The Corporation shall develop and maintain a current directory (database) of all mathematical sciences programs offered at HBCU/MI's.
- E. The Corporation shall develop and maintain a current directory (database) of the under-represented American minority undergraduate enrollments in the degree programs in the mathematical sciences at the junior and senior levels at HBCU/MI's.

Section 3. Reports

The Corporation shall research, compile and disseminate reports about various issues of the mathematical sciences that are deemed useful in achieving the mission, purposes and goals of NAM.

Section 4. Conference-Workshop

The Corporation shall convene and host conferences and workshops that are deemed appropriate for helping to achieve some aspects of the mission, purposes and goals of NAM.

Section 5. Service Bureaus

- A. NAM shall establish and maintain a current Speaker Bureau Service to be available for the total mathematical sciences community but will give preference to serving HBCU/MI's and public schools.
- B. NAM shall establish and maintain a current Consultant Bureau Service to be available to the total mathematics community but will give preference to serving HBCU/MI's and public schools.

Section 6. Undergraduate Student Incentives

NAM will annually engage in some appropriate activities at some organizational level of NAM to encourage undergraduate students to pursue careers in the mathematical sciences.

ARTICLE X. AMENDMENTS

Section 1. Vote and Manner

These By-Laws may be amended by two-thirds of the votes cast by the membership at a properly called meeting or by two-thirds of the votes returned in a mail ballot.

Section 2. Process

A proposed amendment shall be submitted in writing to every member of the Corporation at least thirty days prior to the actual vote on the amendment.

Section 3. Revision or Extension of By Laws

- A. A complete revision of the By-Laws will be subject to the same procedure as that for amending the By-Laws.
- B. An updating of these By-Laws may be done by a three-fourths approval of the Board of Directors, where the updating does not involve adding or deleting entire amendments or totally altering the basic intent of an existing amendment.