

**BYLAWS**  
**Florida Council of Teachers of Mathematics**

The following constitute the Bylaws of the Florida Council of Teachers of Mathematics (FCTM). Changes may be made upon recommendation of the Executive Committee and approval of the Board of Directors.

**Article I**  
**FISCAL**

The fiscal year of this Council shall be from January 1 through the last day of December.

**Article II**  
**RIGHTS OF MEMBERSHIP**

Section 1. General Membership – Rights include voting, holding office, registering for the FCTM Annual Conference at the general membership rate, receiving single copies of all FCTM publications, and participating in FCTM functions.

Section 2. Student Membership – Rights include registering for the FCTM Annual Conference at the student membership rate, receiving single copies of all FCTM publications and participating in FCTM functions. Student members may not vote or hold office.

Section 3. Life Membership – Rights include voting, holding office, registering for the FCTM Annual Conference at the general membership rate, receiving single copies of all FCTM publications and participating in FCTM functions.

Section 4. Institutional Membership – Rights include one designee registering for the FCTM Annual Conference at the general membership rate, receiving single copies of all FCTM publications, and participating in FCTM functions. Institutional members shall not have a vote.

Section 5. Affiliate Membership – Rights include one designee receiving single copies of all FCTM publications. Members of an affiliate are eligible to attend the FCTM Leadership Conference. Affiliate members shall not have a vote.

**Article III**  
**DUES**

Section 1. FCTM annual membership dues are required for general, institutional, and affiliate memberships.

Section 2. One-half of the FCTM annual membership dues are required for student membership.

Section 3. FCTM annual membership dues are waived for life memberships.

Amended and approved by the FCTM Board of Directors on September 15, 2018.

**Article IV**  
**DUTIES OF THE BOARD OF DIRECTORS**

Section 1. Board of Directors

1. Control and manage the affairs and funds of the Council.
2. Approve Bylaws revisions.
3. Approve the Budget.
4. Each position on the FCTM Board of Directors shall have one vote. Ex-officio and Special Committee members and chairs shall not have a vote.
  - a. Standing Committee co-chairs will share their vote.
  - b. Each voting member of the Board will have no more than one vote on any issue.
5. Members of the FCTM Board of Directors shall not issue any statement, either orally or in writing, representing FCTM's position of support or lack thereof for any issue, grant, and/or proposal without prior approval of the FCTM Executive Committee and/or FCTM Board of Directors.

Section 2. President

1. Plan and direct an active program for the Council designed for the improvement of mathematics education in a fiscally responsible manner.
2. Preside over all meetings of the Council.
3. Carry out the charges of the Council as directed by the Board of Directors.
4. Make necessary appointments for Parliamentarian, Chaplain, Historian, and Chairs of both Standing and Special Committees. (FCTM Constitution Article VI, Section 1.2)
5. Make necessary appointments for vacant offices. (FCTM Constitution Article VII, Section 2.2).
6. Present to the Executive Committee requests for Ex-Officio positions on the Board of Directors.
7. Represent the Council in meetings and through correspondence with other organizations in accordance with the directions of the Board of Directors.
8. Provide Council updates through the FCTM publications.
9. Announce election results at the FCTM Annual Conference and inform, in writing, all candidates for elective office of the results of the election.
10. Prepare and send necessary reports to organizations with which the Council is affiliated.
11. Serve as chair of the Board of Directors and the Executive Committee.
12. Serve as Chair of the Nominations Committee during the second year of his/her two-year term.
13. Serve as the Council's delegate to the National Council of Teachers of Mathematics (NCTM) Annual Meeting and Exposition during the first year of his/her two year term.
14. Serve as an ex-officio member of every committee.

### Section 3. President-Elect/Immediate Past-President

1. Perform the duties of the President during the President's absence or in the case of the President's inability to serve.
2. Serve as a member of the Board of Directors, the Executive Committee, the Grants and Awards Committee and the FCTM Leadership Conference Committee.
3. Serve as a resource person to the FCTM Annual Conference Program Committee.
4. Serve as chair of the Constitution and Bylaws Committee.
5. Serve as the Council's delegate to the NCTM Annual Meeting and Exposition. (Duty of the President-Elect.)
6. Serve as chair of the Nominations Committee. (Duty of the Immediate Past-President)
7. Perform other duties as assigned by the President.

### Section 4. Vice Presidents of Elementary, Middle/Junior High, High School, and Higher Education

1. Coordinate all activities of FCTM that are related to the level of instruction designated by the office held.
2. Serve as a member of the Board of Directors, the Executive Committee, the Curriculum/Best Practices Committee, the Grants and Awards Committee and the Treasurer's Audit Committee.
3. Serve as a resource person to the FCTM Annual Conference Program Committee.
4. Serve as an ex-officio member of the Membership Committee.
5. Present reports at the Board of Directors' meetings and submit report for publications.
6. Referee articles submitted for the FCTM journal, *Dimensions in Mathematics*.
7. Perform other duties as assigned by the President.

### Section 5. Secretary

1. Serve as a member of the Board of Directors and the Executive Committee.
2. Record the proceedings of all meetings of the Council, Board of Directors and the Executive Committee.
3. Present the records for information and approval at meetings.
4. Keep the records in a manner acceptable to the Board of Directors.
5. Correspond for the Council as directed by the Board of Directors.
6. Perform other duties as assigned by the President.

### Section 6. Treasurer

1. Serve as a member of the Board of Directors and the Executive Committee.
2. Receive and keep account of all money.
3. Prepare and present Treasurer's Annual Report and other financial reports.
4. Prepare report for the Treasurer's Audit Committee.
5. Disburse funds, payments and reimbursements when authorized by the President.
6. Reimburse for mileage at a rate approved by the FCTM Board of Directors but not to exceed the current official Federal travel rates.
7. Present proposed budget to the Board of Directors and, upon their approval present the proposed budget to the membership at the FCTM Annual Business Meeting.
8. Perform other duties as assigned by the President.

Amended and approved by the FCTM Board of Directors on September 15, 2018.

## Section 7. Region Directors

1. Serve as a member of the Board of Directors, the Membership Committee, and the FCTM Leadership Conference Committee.
2. Serve as the liaison between FCTM and Affiliate Groups in their regions.
3. Maintain up-to-date contact information for each Affiliate Group in their regions.
4. Provide up-to-date contact information for each Affiliate Group in their region to the FCTM Membership Chair.
5. Provide assistance and support to existing Affiliate Groups in their regions.
6. Promote the development of new Affiliate Groups in their region.
7. Serve as a resource person for an FCTM Annual Conference held in their region.
8. Present regional reports at the Board of Directors' meetings and submit reports for the FCTM newsletter, *Additional Dimensions*.
9. Perform other duties as assigned by the President.

## Section 8. Appointed Members

1. The Parliamentarian will act as the authority regarding parliamentary procedure and advise the Board of Directors accordingly.
2. The Chaplain will offer the Thought for the Day during Council meetings.
3. The Historian will gather and maintain the historical records of all FCTM activities, present reports at the Board of Directors' meetings, and submit reports for FCTM publications.
4. The Committee Chairs and their duties are specified in the Bylaws (Article V).

## Section 9. Ex-Officio members

1. Represent their organization at FCTM Board of Directors' meetings.
2. Serve as a liaison between FCTM and their organization.
3. Present organization reports at the Board of Directors' meetings and submit reports for FCTM publications.

## **Article V COMMITTEES AND DUTIES**

### Section 1. Executive Committee

1. Members of the Executive Committee are specified in the FCTM Constitution (Article IV Section 2).
2. Members of the Executive Committee will:
  - a. Consider and take action on Presidential recommendations.
  - b. Preview proposed agenda items and budget prior to the FCTM Board of Directors' meetings.

### Section 2. Standing Committees

1. Certification
  - a. This committee will be composed of a Chair and other FCTM members to be appointed by the Chair.
  - b. This committee will:
    - i. Inform the FCTM Board of Directors of certification requirements at each of the designated levels.

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- ii. Serve as a resource to the FCTM President and/or Board of Directors in making recommendations to the agencies, departments, commissions or councils within Florida responsible for certification.
- iii. Maintain communication with Government Relations Representative and the Florida Department of Education in matters concerning certification.
- iv. Inform the general membership through FCTM publications of local, state, and national activities related to certification issues.
  - v. Present reports at the Board of Directors' meetings and submit reports for the FCTM newsletter, *Additional Dimensions*.
- vi. Work with other FCTM committees on matters related to certification.

## 2. Competitions

- a. This committee will be composed of a Chair and additional FCTM members appointed by the Chair.
- b. This committee will:
  - i. Encourage student participation in local, state, and national mathematics competitions.
  - ii. Inform the Board of Directors of the results of the annual state mathematics competitions financially supported by FCTM.
  - iii. Inform the FCTM membership of mathematics competitions through FCTM publications.
  - iv. Present reports at the Board of Directors' meetings and submit reports for the FCTM newsletter, *Additional Dimensions*.
  - v. Serve as a resource to the Board of Directors.
  - vi. Work with other FCTM committees on matters related to mathematics competitions.

## 3. Curriculum/Best Practices

- a. This committee will be composed of a Chair, the Vice-Presidents, and additional FCTM members appointed by the Chair.
- b. This committee will:
  - i. Cooperate with and offer suggestions to the Florida Department of Education concerning research-based curriculum and best practices.
  - ii. Inform the FCTM membership concerning research-based curriculum and best practices.
  - iii. Present reports at the Board of Directors' meetings and submit reports for the FCTM newsletter, *Additional Dimensions*.
  - iv. Serve as a resource to the Board of Directors.
  - v. Work with other FCTM committees on matters related to mathematics curriculum/best practices.

## 4. Election

- a. This committee will be composed of a Chair and at least two additional FCTM members appointed by the Chair.
- b. This committee will:
  - i. Submit the Absentee Voting Procedures (including deadlines) to the

FCTM Newsletter Editor by June for publication in the summer edition of the FCTM newsletter, *Additional Dimensions*.

- ii. Prepare all ballots related to the annual elections.
  - iii. Conduct all elections in a manner specified in the Bylaws (Article VI).
  - iv. Report the results of any election to the President as soon as the votes are tabulated.
    - v. Present reports at the Board of Directors' meetings.
    - vi. Serve as a resource to the Board of Directors.
    - vii. Work with other FCTM committees on matters related to elections.
5. FCTM Annual Conference Assistance
- a. This committee will be composed of a Chair, the immediate past FCTM Annual Conference General Chair, and the general chairs of the next two conferences, and other FCTM members as appointed by the Chair.
  - b. This committee will:
    - i. Maintain and revise the FCTM Annual Conference Guidelines with the approval of the Board of Directors.
    - ii. Recommend possible sites for FCTM Annual Conferences no less than three years in advance.
    - iii. Provide FCTM Annual Conference Guidelines to interested affiliate groups.
    - iv. Assist Affiliate Groups with their initial conference proposal to the Board of Directors.
    - v. Provide conference assistance following approval to host affiliate groups including the selection of the General and Program Chairs.
    - vi. Assist local Affiliate Groups with site inspection and selection.
    - vii. Assist with negotiations and contracts for the host site.
    - viii. Provide future conference updates to the Board of Directors.
    - ix. Present reports at the Board of Directors' meetings.
    - x. Submit reports and all necessary conference related information (i.e., registration, speaker proposals, and announcements) for FCTM publications.
    - xi. Work with other FCTM committees on matters related to the FCTM Annual Conference.
6. Leadership Conference
- a. This committee will be composed of a Chair, the President-Elect/Immediate Past-President, Region Directors, and other FCTM members appointed by the Chair.
  - b. This committee will:
    - i. Plan, organize and preside over the FCTM Leadership Conference.
    - ii. Notify Affiliate Groups of the FCTM Leadership Conference.
    - iii. Maintain and revise the FCTM Leadership Conference Guidelines with the approval of the Board of Directors.
    - iv. Present reports at the Board of Directors' meetings and submit reports for the FCTM newsletter, *Additional Dimensions*.

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- v. Serve as a resource to the Board of Directors.
- vi. Work with other FCTM committees on matters related to the Leadership Conference.

7. Promotional Materials

- a. This committee will be composed of a Chair, and other FCTM members appointed by the Chair.
- b. This committee will:
  - i. Plan and approve promotional items and activities for the Council within procedures approved by the Board of Directors.
  - ii. Present reports at the Board of Directors' meetings and submit reports for the FCTM newsletter, *Additional Dimensions*.
  - iii. Serve as a resource to the Board of Directors.
  - iv. Work with other FCTM committees on matters related to promoting FCTM.

8. Government Relations

- a. This committee will be composed of a Government Relations Representative, and other FCTM members as appointed by the President.
  - i. The Government Relations Representative shall be:
    - 1. Retained on an annual basis
    - 2. Given a stipend and expense account in amounts to be determined by the FCTM Executive Committee and approved by the FCTM Board of Directors
    - 3. An ex-officio member of the FCTM Executive Committee and the FCTM Board of Directors.
- b. This committee will:
  - i. Work with the members and staff of the Florida Legislature and the FCTM Board of Directors for the purpose of improvement of legislation and its implementation for more effective mathematics education in Florida.
  - ii. Present reports at the Board of Directors' meetings and submit reports for the FCTM newsletter, *Additional Dimensions*.
  - iii. Serve as a resource to the Board of Directors.
  - iv. Work with other FCTM committees on matters related to government relations.

9. Grants and Awards

- a. This committee will be composed of a Chair, the President-Elect/Immediate Past-President, the Vice Presidents, and other FCTM members as appointed by the Chair.
- b. This committee will:
  - i. Coordinate the process and procedures of all FCTM grants and awards.
  - ii. Submit recommendations to the FCTM Board of Directors for grants and awards and their respective recipients to be presented on behalf of FCTM except for the Kenneth P. Kidd Mathematics Educator of the

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- Year.
- iii. Act on recommendations by FCTM Board of Directors and other FCTM members for grants and awards to be presented on behalf of FCTM.
  - iv. Coordinate the process and procedures of the Kenneth P. Kidd Mathematics Educator of the Year Award.
    - 1. The President shall collect and count the ballots.
    - 2. The awardee's name will remain undisclosed until the FCTM Annual Conference Opening Session.
  - v. Present reports at the Board of Directors' meetings and submit reports for the FCTM newsletter, *Additional Dimensions*.
  - vi. Serve as a resource to the Board of Directors.
  - vii. Work with other FCTM committees on matters related to grants and awards.

#### 10. Meetings and Events

- a. This committee will be composed of a Chair and other FCTM members as appointed by the Chair.
- b. This committee will:
  - i. Work with the President to plan dates and locations for all FCTM Board of Directors' meetings.
  - ii. Negotiate contracts for dates and locations for all FCTM Board of Directors' meetings.
  - iii. Arrange for sponsors for meal functions and breaks for all FCTM Board of Directors' meetings.
  - iv. Serve as an onsite facilities liaison for all FCTM Board of Directors' meetings.
  - v. Serve as a resource to the FCTM Board of Directors, FCTM Leadership Conference, and the FCTM Annual Conference Committees.
  - vi. Present reports at the FCTM Board of Directors' meetings.
  - vii. Work with other FCTM committees on matters related to meetings and events.

#### 11. Membership

- a. This committee will be composed of a Chair and the Region Directors.
- b. This committee will:
  - i. Originate and put into operation plans for securing the largest possible membership in the Council.
  - ii. Encourage attendance at meetings and conferences of the Council.
  - iii. Compile and maintain a list of members, supply copies of the list and/or mailing labels to the President, Region Directors, and committee chairs as needed.
  - iv. Establish a list of certified voters by July 1 of each year and submit a copy of the list to the Election Chair.
  - v. Coordinate the process and procedures for FCTM affiliation.
  - vi. Provide assistance to Affiliate Groups as needed.

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- vii. Present reports at the Board of Directors' meetings and submit reports for the FCTM newsletter, *Additional Dimensions*.
  - viii. Serve as a resource to the Board of Directors.
  - ix. Work with other FCTM committees on matters related to Membership.
- c. The membership regions include:
- Region I Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton
  - Region II Alachua, Citrus, Columbia, Dixie, Gilchrist, Lafayette, Levy, Marion, Suwannee, Union
  - Region III Calhoun, Franklin, Gadsden, Gulf, Hamilton, Jackson, Jefferson, Leon, Liberty, Madison, Taylor, Wakulla, Washington
  - Region IV Baker, Bradford, Clay, Duval, Nassau
  - Region V Hernando, Lake, Pasco, Pinellas, Sumter
  - Region VI Flagler, Putnam, St. Johns, Volusia
  - Region VII Hillsborough, Polk
  - Region VIII Charlotte, DeSoto, Hardee, Manatee, Sarasota
  - Region IX Orange, Osceola, Seminole
  - Region X Glades, Highlands, Martin, Okeechobee, Palm Beach, St. Lucie
  - Region XI Miami-Dade
  - Region XII Broward
  - Region XIII Brevard, Indian River
  - Region XIV Collier, Lee, Hendry, Monroe

## 12. Nominations

- a. This committee will be composed of the President or Immediate Past-President, who serves as Chair, and other FCTM members as appointed by the Chair.
- b. This committee will:
  - i. Secure nominations for elected offices for the coming year through the winter edition of the FCTM newsletter, website, and at the first FCTM Board of Directors' meeting of each year.
  - ii. Obtain nominated candidates' FCTM membership verification and biographical sketch prior to the May/June FCTM Board of Directors' meeting.
  - iii. Present a slate of candidates for each elected office to the FCTM Board of Directors for approval at the May/June FCTM Board of Directors' Meeting.
  - iv. Submit the approved slate of candidates to the Election Committee.
  - v. Submit the approved slate of candidates and their biographical sketches to the FCTM Newsletter Editor for publication in the summer edition of *Additional Dimensions* and to the FCTM Webmaster to be posted on the FCTM website.
  - vi. Present an approved slate of candidates for each elected office to the membership at the FCTM Annual Business Meeting during the FCTM Annual Conference.

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- vii. Present reports at the Board of Directors' meetings.
- viii. Serve as a resource to the Board of Directors.
- ix. Work with other FCTM committees on matters related to nominations.

13. Publications/*Additional Dimensions* (FCTM Newsletter)

- a. The newsletter of the FCTM will be known as *Additional Dimensions* and will be published at least twice a year (Winter, Summer).
- b. This committee will be composed of the Editor, who will serve as Chair, and other FCTM members appointed by the Chair.
- c. This committee will:
  - i. Establish policy regarding all matters related to the publication and dissemination of the newsletter.
  - ii. Publish and disseminate the newsletter.
  - iii. Secure a newsletter assistant, who will receive a stipend as determined by the FCTM Board of Directors, to assist in the preparation of the newsletter for publication, if necessary.
  - iv. Present reports at the Board of Directors' meetings.
  - v. Serve as a resource to the Board of Directors.
  - vi. Work with other FCTM committees on matters related to publications.
- d. The Editors of the journal and newsletter and the Webmaster will meet at least once a year for purposes of planning and coordinating print and electronic publications.

14. Publications/*Dimensions in Mathematics* (FCTM Journal)

- a. The journal of the FCTM will be known as *Dimensions in Mathematics*. It will be a refereed journal and will be published at least twice a year (Spring, Fall).
- b. This committee will be composed of the Editor, who will serve as Chair, the Vice Presidents, and other FCTM members appointed by the Chair.
- c. This committee will:
  - i. Establish policy regarding all matters related to the publication and dissemination of the journal.
  - ii. Publish and disseminate the journal.
  - iii. Secure a journal assistant, who will receive a stipend as determined by the FCTM Board of Directors, to assist in the preparation of the journal for publication, if necessary.
  - iv. Present reports at the Board of Directors' meetings.
  - v. Serve as a resource to the Board of Directors.
  - vi. Work with other FCTM committees on matters related to publications.
- d. The Editors of the journal and newsletter and the Webmaster will meet at least once a year for purposes of planning and coordinating print and electronic publications.

15. Publications/Website

- a. FCTM will have and maintain a website.
- b. This committee will be composed of a Webmaster, who will serve as Chair, and other FCTM members appointed by the Chair.
- c. This committee will:

- i. Secure and maintain contracts related to domain name and service.
- ii. Maintain and update the FCTM website with the most current information.
- iii. Establish policy regarding all matters related to the website.
- iv. Secure a Web Assistant, who may receive a stipend as determined by the FCTM Board of Directors, to assist in the preparation and maintenance of the FCTM website, if necessary.
  - v. Present reports at the Board of Directors' meetings.
  - vi. Serve as a resource to the Board of Directors.
  - vii. Work with other FCTM committees on matters related to the website.
  - viii. Manage and maintain the online voting process when implemented.
- d. The Editors of the journal and newsletter and the Webmaster will meet at least once a year for purposes of planning and coordinating print and electronic publications.

16. Student Assessment

- a. This committee will be composed of a Chair and other FCTM members appointed by the Chair.
- b. This committee will:
  - i. Evaluate and interpret international, national, and state assessment data and translate their findings into meaningful information for dissemination to the membership.
  - ii. Inform the general membership through FCTM publications of local, state, and national activities related to assessment of students in mathematics.
  - iii. Present reports at the Board of Directors' meetings and submit reports for the FCTM newsletter, *Additional Dimensions*.
  - iv. Serve as a resource to the Board of Directors.
  - v. Work with other FCTM committees on matters related to assessment of students in mathematics.

17. Technology for Mathematics Instruction

- a. This committee will be composed of a Chair and other FCTM members appointed by the Chair.
- b. This committee will:
  - i. Encourage the incorporation of technology in mathematics instruction.
  - ii. Inform the general membership through FCTM publications of local, state, and national activities related to technology in mathematics instruction.
  - iii. Present reports at the Board of Directors' meetings and submit summaries to *Additional Dimensions*.
  - iv. Serve as a resource to the Board of Directors.
  - v. Work with other FCTM committees on matters related to technology in mathematics instruction.

### Section 3. Special Committees

The President will have the authority to create Special Committees as deemed necessary. The President may invite chairs of special committees to the FCTM Board of Directors' meetings with non-voting status and at the expense of the FCTM Board of Directors.

## **Article VI ELECTIONS**

### Section 1. Voting Policy

1. Voting will be held onsite at the FCTM Annual Conference or online during an election period beginning prior to the conference and closing before the end of the conference.
2. All eligible voters must be members of FCTM no later than 11:59 p.m. Eastern on September 1 preceding the FCTM Annual Conference.”

### Section 2. Absentee Ballots

1. Requesting an absentee ballot relinquishes a member's right to vote on-site at the FCTM Annual Conference.
2. Requests for absentee ballots must be postmarked no later than five weeks prior to the voting day at the FCTM Annual Conference.
3. Absentee ballots will be sent out no later than four weeks prior to the voting day at the FCTM Annual Conference.
4. Returned Absentee ballots must be received by Friday before the FCTM Annual Conference.

### Section 3. Election Results

1. Election results will be announced before the close of the FCTM Annual Conference and posted to the FCTM website.
2. In the event of a tie, the FCTM Executive Committee will establish a procedure to resolve the tie.

## **Article VII MEETINGS**

Section 1. With exception of the Board of Directors' meeting required to be held during the FCTM Annual Conference, other required and any additional Board of Directors' meetings may be held by meeting in person or using telephone or video conferencing. For telephone or video conference meetings:

1. The President will provide timely access information to all members of the Board of Directors as to how to register for the telephone or video conference meeting.
2. The President will conduct the telephone or video conference meeting in the same manner as an in-person meeting, ensuring that all present Board members are able to participate.

## Article VIII AFFILIATE GROUPS

Section 1. Eligibility is available to any group in Florida whose purpose is to:

1. Promote the improvement of instructional programs of mathematics in Florida.
2. Promote cooperation and communication among the teachers of mathematics in Florida.

Section 2. Procedures

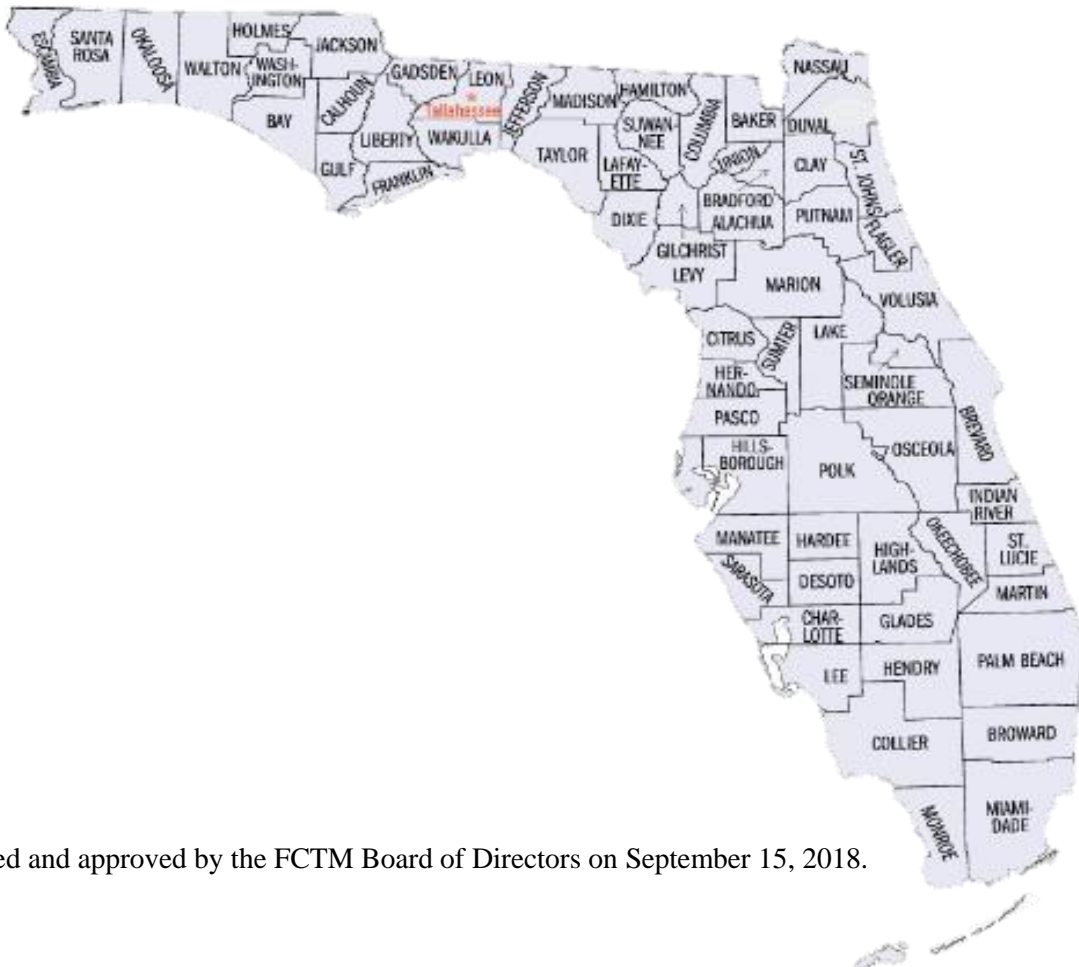
1. Each eligible group must complete the FCTM affiliation application forms annually and send them to the FCTM Membership Chair with the affiliation dues.
2. Affiliation dues are set by the FCTM Board of Directors.

Section 3. Benefits

- a. Affiliates will receive communication of the activities of the FCTM Board of Directors through publications, the FCTM website, and contacts with Regional Directors.
- b. Affiliates will be given opportunities for the FCTM affiliate to share its position on issues pertaining to mathematics education with the FCTM Board of Directors.
- c. Affiliates will be given opportunities to apply for FCTM grant(s).

Section 4. National Affiliation

FCTM Affiliate Groups are encouraged to affiliate with national organizations.



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