

**AMATYC Executive Board Meeting
SBM 2014
Memphis, TN**

Friday April 25, 2014

The meeting was called to order at 8:34 AM by President Nancy Sattler. The following members of the Executive Board were present:

Nancy Sattler	President	Nancy J. Rivers	Southeast Vice President
Jim Roznowski	Past President	Jim Ham	Midwest Vice President
Jane Tanner	President-Elect	Nicole Lang	Central Vice President
Mary Beth Orrange	Secretary	Kathryn Kozak	Southwest Vice President
Margie Hobbs	Treasurer	Liz Hylton	Northwest Vice President
Ernie Danforth	Northeast Vice President	Mark Harbison	West Vice President
Dan Fahringer	Mid-Atlantic Vice President		

Also present was: Cheryl Cleaves Interim Executive Director.

President Sattler reviewed the reference materials.

EAC report was received and reviewed. (Attachment A)

Email ballots since SPO 2014 (Attachment B)

MOTION: To approve the previously listed Rules of Conduct. (Attachment C)
Made by Ham and seconded by Lang.

Motion approved

MOTION: Approve the provided Agenda on page 13. (Attachment D)
Made by Danforth and seconded by Tanner.

Motion approved

Consent Calendar – Motions

MOTIONS ON CONSENT AGENDA

MOTION: That the attached PPM edits and changes be approved. (Attachment F) (PPM)

MOTION: That the attached regional representatives and at large members be approved for each committee pending AMATYC membership verification. (Attachment G) (PPM 15.1.3)

MOTION: That Chris Allgyer be appointed, pending membership verification, to an at-large position on the AMATYC Program Review Committee beginning at the conclusion of the 2014 conference and ending at the conclusion of the 2017 conference.

Contact Info:

Chris Allgyer, CAllgyer@me.vccs.edu
 Mountain Empire Community College
 3441 Mountain Empire Road
 Big Stone Gap, VA 24219
 (276) 523-2400 x 320

MOTION: That Jeff Berg be appointed, pending membership verification, as the Denver regional representative on the AMATYC Program Committee beginning at the conclusion of the 2014 conference and ending at the conclusion of the 2017 conference.

MOTION: That the following individuals be approved as members of the AMATYC 2015 New Orleans Local Arrangement Committee, pending verification of AMATYC membership:

Last Name	First Name	College	Email
Hughes	Jeff	Hinds Community College	JDHughes@hindsc.edu
Crook	Betsy	Hinds Community College	BCRandazzo@hindsc.edu
Densmore	Donna	Bossier Parish Community College	ddenmore@bpcc.edu
Clark	Sharon	Pearl River Community College	sclark@prcc.edu
Hobbs	Margie	University of Mississippi	margiehobbs@bellsouth.net
Britt	Eddie	Copiah Lincoln Community College	Eddie.Britt@colin.edu
Weaver	Jeffrey	Baton Rouge Community College	weaverj@mybrcc.edu
Taylor	Dennis	Baton Rouge Community College	taylor@mybrcc.edu
Sartor	Jeffrey	Hinds Community College	Ronald.Sartor@hindsc.edu
Flanagan	Ginger	Hinds Community College	Ginger.Flanagan@hindsc.edu
Renee	Austin	Hinds Community College	RDAustin@hindsc.edu
Carol	Walker	Hinds Community College	CMWalker@hindsc.edu
Gloria	Martel	LSU-Eunice	ghernand@lsue.edu
Darlene	Frederic	Delgado Community College	dfrede@dcc.edu
Darlene	Williams	Delgado Community College	dwilli@dcc.edu
Michael	Cruz	Delgado Community College	mcruz@dcc.edu
Pat	Rome	Delgado Community College	prome@dcc.edu

MOTION: That the PPM be changed to include a more detailed and informative description of the ITLC and that the attached changes be approved by the board. (Attachment H) (PPM 9.6.3)

MOTION: That the AMATYC president write a letter to new members welcoming them to the organization and that the AMATYC office sends the letter out to new members on a monthly basis.

MOTION: That the president, in consultation with the past-president and president-elect, will determine if an announcement from another organization fits the mission of AMATYC and is of interest to our members. If it is the case, the president will forward the announcement, as well as the time period for posting, to the website coordinator for posting on the website. (Website impact)

MOTION: That the motions of the Consent Calendar of the 2014 SBM be approved as published.
Made by Hobbs and seconded by Danforth.

Motion approved

MOTION: That the attached position statement on The Appropriate Use of Intermediate Algebra As a Prerequisite Course be endorsed and that an input hearing be scheduled and that the statement be brought before the Delegate Assembly for a vote at the 2014 AMATYC conference in Nashville. (Attachment I)
Made by Hobbs and seconded by Orrange.

DISCUSSION: Centered around use of the wording community colleges vs two-year colleges.

Motion approved

9:30 AM: The office Staff Ryo Davis, Beverly Vance, Christine Schott, and Christy Hunsucker joined the meeting to present their report. They left the meeting at 10:30 after their report.

DISCUSSION: The issues of membership dues (PPM 6.11.1) and free job ads for colleges with multiple campuses were referred to membership committee. Board needs to be specific, clear, and timely in the motions/directions for the office staff.

MOTION: That the Technical Clerk travel to Nashville and work the 2014 conference.
Made by Lang and seconded by Roznowski.

Motion approved

MOTION: That forms created in YourMembership.com be reviewed by the AMATYC Office Director and Executive Director prior to publication. (PPM 12.4.1)
Made by Orrange and seconded by Ham.

Motion approved

MOTION: That the process for establishing a new academic committee for International Mathematics begin.
Made by Roznowski and seconded by Lang.

Motion approved

DISCUSSION: Long term viability for the committee on **Math for AAS programs** was discussed. A small committee will be formed to work with Ned Schillow (chair) and Ernie Danforth (liaison) on the structure of the committee.

MOTION: That the attached position statement on the concept of Time Limits for Course Prerequisites be approved and fast tracked. and that the final input hearing be scheduled at the 2014 AMATYC conference in Nashville. (Attachment J)

Made by Hylton and seconded by Lang.

MOTION to POSTPONE until Monday in order to clarify the dates in the motion.

Made by Kozak and seconded by Hobbs.

Motion to postpone approved

Meeting suspended for lunch 12 noon – 1:30 pm

MOTION: A research pre-session to be offered on Wednesday prior to the start of the AMATYC Conference. Times to be determined by the conference coordinator, in collaboration with the RMETYC committee chair. The committee requests at least a 4-hour block of time to allow for a keynote speaker (1 hour) plus 3 hours of breakout sessions. The purpose of this pre-session is for presenters to report on preliminary research in which they are currently engaged, and participate in scholarly discussion of this research. The RMETYC committee chair will work with the conference coordinator to plan and publicize the pre-session.

Made by Hobbs and seconded by Ham.

MOTION to amend: Prior to the start of the 41st conference in New Orleans,

Made by Kozak and seconded by Danforth.

Motion to amend passed

MOTION now reads: A research pre-session to be offered on Wednesday prior to the start of the 41st AMATYC Conference in New Orleans. Times to be determined by the conference coordinator, in collaboration with the RMETYC committee chair. The committee requests at least a 4-hour block of time to allow for a keynote speaker (1 hour) plus 3 hours of breakout sessions. The purpose of this pre-session is for presenters to report on preliminary research in which they are currently engaged, and participate in scholarly discussion of this research. The RMETYC committee chair will work with the conference coordinator to plan and publicize the pre-session.

Made by Lang and seconded by Hobbs

MOTION to POSTPONE until Saturday when the conference coordinator is present.

Made by Hobbs and seconded by Fahringer.

Motion to postpone passed

MOTION: The AMATYC Statistics Committee would like to request permission to schedule a Themed Session to be held during the 41st AMATYC Annual Conference in New Orleans.

Made by Kozak and seconded by Orrange.

Motion approved

MOTION: Update the PPM for 12.2.1 Distribution section:

Distribution

1. The newsletter should be mailed to members using third class delivery. ~~unless the timely nature of its contents makes first class delivery necessary.~~

2. ~~Issue #1 will be sent in February of even-numbered years to members and prospective members. The following statement should be included in this issue, "This issue of the AMATYC News, highlighting professional development offerings and awards, is being mailed to AMATYC members as well as non-member mathematics educators who may~~

~~be interested in joining AMATYC. Please visit www.amatyc.org for membership information."~~

~~3. All other issues will be mailed to members only.~~

4. The following persons should receive the *AMATYC News*: administrative officer of CBMS, executive directors of MAA, NCTM, and CBMS, and the associate executive director of MSEB. A sufficient number of copies of each issue should be sent to the chair of CBMS for distribution to CBMS members.

~~5. Regional Vice Presidents should receive five additional copies of each newsletter.~~

All issues of the *AMATYC News* will be placed on the AMATYC website upon publication. <FBM 2010> (PPM 12.2.1)

Made by Kozak and seconded by Lang.

Motion approved

MOTION:

- To have a digital archive of all issues of the AMATYC Review and have it available on the AMATYC Website for easy accessibility.
- To provide members complimentary (or limited) access to the AMATYC Review, and subsequently, update the *Benefit of Individual and Institutional Membership Policy*. (PPM 3.1.2 and 3.2.2)

Made by Hylton and seconded by Ham.

Motion defeated

DISCUSSION: Other motions in the agenda are related to this topic.

MOTION: To renew only Amber Rust and Jane-Marie Wright's positions as Editorial Panel members of the *MathAMATYC Educator* for the next three years, pending AMATYC membership verification. Wright represents AMATYC's Northeast region, while Rust represents the Mid-Atlantic. (PPM 15.1.6)
Made by Hylton and seconded by Lang.

MOTION to POSTPONE to Executive session.

Made by Roznowski and seconded by Kozak

Motion to POSTPONE approved

MOTION: That the attached revisions to policy 4.3.3, Nominating Committee be approved with the following changes: (PPM 4.3.3.1) at the end of item number one add the sentence "The person who will be President Elect during the election year, may not serve on the committee." PPM 4.3.3.3 Item 15: change to "The names and positions of the newly elected board shall be certified by inclusion in the official minutes of the meeting." (Attachment K) (PPM 4.3.3)

Made by Roznowski and seconded by Hobbs.

Motion approved

MOTION: To change 4.3.1 Teaching Excellence Committee from:

2. Guidelines

1. The Teaching Excellence Award is intended for AMATYC members whose primary assigned duties are the delivery of instruction and who have made outstanding contributions to mathematics or mathematics education at a two-year college.

to:

2. Guidelines

The Teaching Excellence Award is intended for AMATYC members whose primary assigned duties are the delivery of instruction and who have made outstanding contributions to mathematics or mathematics education at a two-year college. To be considered for an award, the AMATYC member must be teaching at the time of the odd-numbered year Spring Board meeting when the award recipients are determined.

Made by Tanner and seconded by Lang.

MOTION to POSTPONE until timeline language is adjusted (Sunday morning)

Made by Roznowski and seconded by Kozak.

Motion to POSTPONE approved

Meeting suspended for the day at 4:12 PM.

Meeting resumed at 8:40 AM on Saturday, April 26.

Keven Dockter, Conference Coordinator, joined the meeting at this time.

Gavel passed to Roznowski

MOTION: That the attached section 5.9.1 be adopted. (Attachment L) (PPM 5.9.1)

Made by Sattler and seconded by Hobbs.

Motion approved

Gavel returned to Sattler.

Keven Dockter gave the conference report.

MOTION: That effective with the 2015 New Orleans conference, the commercial presentation form include the following statement:

Authors of mathematics textbooks and other mathematics professionals, who are not also full-time employees of the company purchasing the commercial session, are specifically excluded from receiving complementary name badges. They must register as an attendee of the conference.

Made by Lang and seconded by Roznowski.

MOTION to amend:

That effective with the 2015 New Orleans conference, the commercial presentation form include the following statement:

Authors of mathematics textbooks and other mathematics professionals, unless they are also full-time employees of the company purchasing the commercial session, must register as a regular attendee of the conference.

Made by Rivers and seconded by Ham.

Motion to amend defeated

Motion approved

MOTION: That effective with the 2015 New Orleans conference, the exhibitor fee be raised to \$1200 for a prime booth and \$1100 for a corner booth in the AMATYC exhibit hall.

Made by Roznowski and seconded by Lang.

Motion approved

MOTION: That the expenditures from the cash account register from September 30, 2013, through March 1, 2014, be approved.

Made by Hobbs and seconded by Danforth.

Motion approved

POSTPONED MOTION:

MOTION now reads: A research pre-session to be offered on Wednesday prior to the start of the 41st AMATYC Conference in New Orleans. Times to be determined by the conference coordinator, in collaboration with the RMETYC committee chair. The committee requests at least a 4-hour block of time to allow for a keynote speaker (1 hour) plus 3 hours of breakout sessions. The purpose of this pre-

session is for presenters to report on preliminary research in which they are currently engaged, and participate in scholarly discussion of this research. The RMETYC committee chair will work with the conference coordinator to plan and publicize the pre-session.

Made by Lang and seconded by Hobbs

DISCUSSION: Rooms available on Wednesday evening for a cost and on Thursday evening with no cost.

MOTION to POSTPONE until contact made with chair of REMTYC committee.

Made by Kozak and seconded by Danforth.

Motion to postpone passed

MOTION: That AMATYC establish a presence on the social networking site, Instagram at [instagram.com](https://www.instagram.com)

Made by Orrange and seconded by Lang.

Motion approved

Meeting suspended at 4:30 on Saturday.

Meeting resumed at 9 AM Sunday morning.

MOTION: The following are the recommendations for the materials that should be in a members-only section of the AMATYC website and which should be available for all visitors to the amatyc.org site. Post the *MathAMATYC Educator* in a members-only section for one year. Then make it available to all. Continue posting abstracts to current issue, but also mention the full text is available to members. Continue to post the AMATYC *News* for all. Encourage members to subscribe to RSS feed so they can participate in discussions. Continue to post conference proceedings to all. Made by Kozak and seconded by Ham.

Motion defeated

DISCUSSION: Delegate Assembly membership and the process for naming delegates was discussed.

DISCUSSION: Proposed changes in bylaws were discussed extensively.

MOTION: To extend time for 20 minutes for discussion on bylaws. Made by Kozak and seconded by Danforth

Motion approved

MOTION: That the attached position statement on The Academic Preparation of Mathematics Faculty at Two-Year Colleges be endorsed and that an input hearing be scheduled and that the statement be brought before the Delegate Assembly for a vote at the 2014 AMATYC conference in Nashville. (Attachment N) Made by Roznowski and seconded by Kozak.

Motion approved

POSTPONED MOTION: That the attached position statement on the concept of Time Limits for Course Prerequisites be approved and fast tracked and that the final input hearing be scheduled at the 2014 AMATYC conference in Nashville. (Attachment J) Made by Hylton and seconded by Lang.

MOTION to amend to read: That the concept of the attached position statement on Time Limits for Course Prerequisites be approved. Made by Roznowski and seconded by Ham.

Motion to amend approved
Motion approved

POSTPONED MOTION: A research pre-session to be offered on Wednesday prior to the start of the 41st AMATYC Conference in New Orleans. Times to be determined by the conference coordinator, in collaboration with the RMETYC committee chair. The committee requests at least a 4-hour block of time to allow for a keynote speaker (1 hour) plus 3 hours of breakout sessions. The purpose of this pre-session is for presenters to report on preliminary research in which they are currently engaged, and participate in scholarly discussion of this research. The RMETYC committee chair will work with the conference coordinator to plan and publicize the pre-session. Made by Lang and seconded by Hobbs

Motion withdrawn by Lang and Hobbs

Motion withdrawn

MOTION: A research special session will be offered on Thursday evening of the 41st, 42nd, and 43rd AMATYC Conferences (2015 – 2017) for the express purpose of discussing preliminary or in-progress research.

The number of rooms and exact times will be determined jointly between the RMETYC committee chair and the conference coordinator. The committee requests a block of time that would accommodate a keynote speaker (1 hour) plus at least 2 hours for breakout sessions.

The process for selecting presenters will be determined jointly between the RMETYC executive committee and the AMATYC Conference Program Coordinator.

Made by Lang and seconded by Kozak.

DISCUSSION: Assessment plan identified in motion form:

The RMETYC chair must develop a plan to measure the success of this endeavor in a fashion that is deemed appropriate for the field. This plan should include measurable outcomes and plans for collecting assessment data related to those outcomes.

The assessment plan should be presented to the board for approval at FBM 2014 with updates provided in each subsequent board report.

The RMETYC chair will present a summary of this assessment along with recommendations for the future of the special session at SBM 2017.

Motion approved

POSTPONED MOTION: To change 4.3.1 Teaching Excellence Committee from:

2. Guidelines

2. The Teaching Excellence Award is intended for AMATYC members whose primary assigned duties are the delivery of instruction and who have made outstanding contributions to mathematics or mathematics education at a two-year college.

to:

2. Guidelines

The Teaching Excellence Award is intended for AMATYC members whose primary assigned duties are the delivery of instruction and who have made outstanding contributions to mathematics or mathematics education at a two-year college. To be considered for an award, the AMATYC member must be teaching at the time of the odd-numbered year Spring Board meeting when the award recipients are determined.

Made by Tanner and seconded by Lang.

Motion withdrawn by Tanner and Lang.

Motion withdrawn

MOTION: Send one printed copy of “Beyond Crossroads” to all current AMATYC members.

Made by Harbison and seconded by Kozak.

Motion defeated

MOTION: Allow for variations in font sizes on AMATYC business cards printed by the central office.
Made by Harbison and seconded by Ham.

Motion defeated

MOTION: To establish a committee to develop a plan to set up a merchandise table at the Nashville conference. \$20,000 in merchandise will be purchased to have on hand at the conference.

Made by Fahringer and seconded by Kozak.

MOTION: to amend by striking the second sentence.

Motion made by Hobbs and seconded by Roznowski

Motion to amend approved

AMENDED MOTION: To establish a committee to develop a plan to set up a merchandise table at the Nashville conference.

MOTION: to amend motion to change Nashville to “a future AMATYC annual conference.”

Motion made by Hobbs and seconded by Roznowski

Motion to amend approved

MOTION now reads: To establish a committee to develop a plan to set up a merchandise table at a future AMATYC annual conference.

Motion approved

MOTION: That the First-Time Attendee Reception not be held during the 2014 AMATYC National Conference in Nashville.

Made by Orrange and seconded by Roznowski.

Motion approved

Gavel passed from Sattler to Roznowski

MOTION: That the following proposal for initial funding a planning meeting of the Standards Revision group be adopted. (Attachment P)

Made by Sattler and seconded by Lang.

Motion defeated

MOTION: That the Membership Committee members meet in Nashville on Saturday, November 8, 2014 to create a comprehensive membership and marketing plan for AMATYC.

Submitted by a committee no second needed.

Motion approved

The Board went into Executive Session at 1 pm

President Sattler announced that during executive session the following actions were taken:

Pending membership verification, the board approved

Frank Goulard, to his third term as Exhibit Chair effective 1/1/2015 and ending 12/31/2016;

Louise Olshan, to her third term as Advertising Chair effective 1/1/2014 and ending 12/31/2015;

Steve Blasberg, to his sixth term as Test Developer effective 4/1/2014 and ending 3/31/2016;

Laura Watkins to her second term as Project ACCESS Coordinator from 1/1/2014 and ending 12/31/2016,

Steve Krevisky as interim chair of the proposed International Mathematics committee;

Mark Harbison as chair of the Personnel Committee;
Amber Rust (Mid-Atlantic) and Jane-Marie Wright (Northeast) to Editorial Panel of the MathAMATYC Educator for the next three years were approved.

There will be no AMATYC Mathematics Excellence Award given in 2014.

Approved individuals be invited as speakers to deliver the Opening Session Presentation on Thursday afternoon and the Breakfast presentation on Saturday morning for the AMATYC Conference to be held in Denver in 2016.

Executive Director Search Committee report was given and discussed.

The following individuals were approved as members of the Test Development Team, pending verification of AMATYC membership:

Last Name	First Name	Region	Start	End	Term
Kilner	Steve	Northeast	4-1-2014	3-31-2015	3
Magliano	James	Mid-Atlantic	4-1-2014	3-31-2015	3
Pearce	Mary	Southeast	4-1-2014	3-31-2015	3
Sriskandarajah	Jeganathan	Midwest	4-1-2014	3-31-2015	3
Kinion	Paul	Central	4-1-2014	3-31-2016	2
		Southwest	4-1-2014		
Simmons	Bruce	Northwest	4-1-2014	3-31-2016	1
Nikolaychuk	Anatoliy	West	4-1-2014	3-31-2016	4

The Board returned from Executive session at 3:03 PM

Keven Dockter left the meeting at this time.

MOTION: That full text from the MathAMATYC Educator issues be made available in the ERIC database using an embargo period of two years from date of publication.

Made by Tanner and seconded by Rivers.

Motion defeated

MOTION: That a task force be created to develop a plan for AMATYC awards and recognitions.

Made by Roznowski and seconded by Hobbs.

Motion approved

MOTION: That the Adjunct Member annual membership dues and Retired Member annual membership dues be one-half the established annual dues for regular members, rounded up to the next dollar when the calculated amount is not an whole dollar amount, effective July 1, 2016. The Adjunct Member and Retired Member annual dues will change at the same time the regular member annual dues changes.

Made by Hobbs and seconded by Orrange.

Motion defeated

MOTION: That the Treasurer provide, in each budget presentation to the Executive Board, a detailed line-item accounting of all AMATYC expenses related to each member of the office staff, including the Executive Director, Office Director, the Publications Director, the Accounting Director, and the Technical Director. Line items will include, but not be limited to, yearly salary or wage, yearly health care benefits, and yearly professional development allowances. Other line item details will include any and all expenses currently grouped under budget line items 3035 (Contract labor – 35%) and 3760 (Contract labor conference – 65%).

Made by Ham and seconded by Rivers.

DISCUSSION: A report containing this information will be created and shared annually with the Personnel committee.

Question called by Roznowski and seconded by Kozak.

Motion to call the question approved.

Motion defeated**Gavel was passed to Roznowski.**

MOTION: That a one thousand dollar Presidential Student Scholarship be created and be given annually to a student majoring in mathematics or mathematics education at a college or university where there is at least one AMATYC member. And further that each affiliate be asked to nominate one such student in their state. A random drawing will be held to determine the winner of the scholarship. The scholarship winner's name will be announced at the Annual AMATYC conference beginning with the 40th anniversary celebration in Nashville.

Also that the attached criteria be adopted. (Attachment O) (PPM 2.5)

Made by Sattler and seconded by Tanner.

Motion approved**Gavel returned to Sattler.**

MOTION: That the PPM be updated each time a motion is passed that impacts the PPM.

PPM section 0.Preface

The Policy and Procedures Manual will be updated after each board motion impacting the PPM is passed. 3 times each year, in December (after the Fall Board Meeting), May (after the Spring Board meeting), and September (prior to the deadline for submission of Fall Board reports). Each new edition of the Policy and Procedures Manual will be posted online on a private the AMATYC internal website. The Office will send an email to all Policy and Procedures Manual holders to inform them of the availability of the new edition, and provide directions for downloading the file. (PPM 0.Preface)

Made by Orrange and seconded by Kozak.

Motion approved

MOTION: That an AMATYC ad hoc committee be formed to consider issues related to “going green.” The committee will make recommendations including, but not limited to the following:

1. Which AMATYC publications can be received by members electronically?
2. The process members must follow to select the green option.

3. The manner in which members receive the electronic publications: link to website, bulk email, etc.
4. The process required to ensure members receive electronic publications in a timely manner.
5. Whether or not the green option will result in a reduced annual membership rate.

Whether or not going green requires policy changes.

Made by Ham and seconded by Fahringer.

Motion approved

MOTION: Starting with the AMATYC Annual Conference in Nashville, TN, the three ASA members of the AMATYC/ASA Joint Committee are provided with complimentary registrations to AMATYC Annual Conferences. AMATYC members on the joint committee would have to pay their own registration to the AMATYC conference.

Made by Kozak and seconded by Rivers.

Motion approved

MOTION: That effective with the 2016 conference, PPM 8.12.3 be revised to:

The differential between conference discount and regular registration fees in all categories will be \$40. The differential between member conference registration and its corresponding nonmember conference registration fee will be the **one-year regular** member fee (**that will be in effect at the time of the conference**) + \$25. (PPM 8.12.3)

Made by Rivers and seconded by Fahringer

Motion approved

Motion approved

MOTION: That the attached resolution concerning Cadence Bank be approved. (Attachment Q) (PPM section 6)

Made by Tanner and seconded by Rivers.

Motion approved

MOTION: That the attached resolution concerning Morgan Stanley be approved. (Attachment R) (PPM section 6)

Made by Hobbs and seconded by Tanner.

Motion approved

MOTION: The following section of the PPM be deleted:

6.11.1 Membership Dues

[approved in SBM 2010]

Members who renew their membership electronically, and with a credit card, within 30 Days of receiving their first notification (or 30 days prior to membership expiration) will Receive a \$10 discount on their membership dues.

In order to avoid any conflict-of-interest perception, Executive Board members are Prohibited from receiving this discount. (PPM 6.11.1)

Made by Ham and seconded by Rivers.

Motion approved

MOTION: The following section of the PPM be deleted:

6.11.1 Membership Dues

[approved in FBM 2010]

*The initiative below, put forth by the Membership & Marketing Committee and Approved by the Executive Board in 2008 and continued through 2010, be continued indefinitely:

- Coupon for New Conference Attendees to receive discount for following year's membership dues (\$50); originally approved at SBM08.
(PPM 6.11.1)

Made by Ham and seconded by Danforth.

Motion approved

MOTION: Effective with new or renewing institutional memberships after December 31, 2014, section 3.2.2 of the PPM (Benefits of Institutional Members) be changed to the following:

3.2.2 Benefits of Institutional Membership

- Two complimentary job ads for faculty or administrative positions on the AMATYC Website.
- Access to the AMATYC Leadership Database.
- One complimentary discount conference registration to the annual AMATYC conference.
- Receipt of AMATYC publications: MathAMATYC Educator (published three times per year), the AMATYC News (published five times per year (through 2009, four times per year effective 2010), and position statements.
- Announcements about professional development opportunities for mathematics faculty teaching in the first two years of college, including institutes, workshops and conferences.
- One complimentary membership in the AMATYC Student Mathematics League, a mathematics competition for two-year college students.

(PPM 3.2.2)

Made by Ham and seconded by Kozak.

Motion approved

Mark Harbison left the meeting at 4:49.

Meeting suspended at 4:49 PM

Meeting resumed at 10 AM on Monday, April 28.

Interviews of three candidates for the position of Executive Director were held virtually. Ballot vote was held; position of Executive Director will be offered to Wanda Garner.

Meeting ended at 4:44 PM on Monday, April 28.

Mary Beth Orrange, Secretary 2014-2015
Date: May 29, 2014

Nancy Sattler, President 2014-2015
Date: May 29, 2014

ATTACHMENTS

- A. EAC Report
- B. Email Motions passed since the 2014 SPO
- C. Rules of conduct
- D. Agenda and Order of Business
- E. Reference Material
 - AMATYC Mission Statement
 - AMATYC Core Values
 - AMATYC Strategic Plan
 - Acronyms
 - Board Liaison Assignments and Standing Committees
- F. PPM changes (contains attachments – identified in header)
- G. Regional representatives and at large members for Academic Committees
- H. ITLC description
- I. POSITION STATEMENT on The Appropriate Use of Intermediate Algebra as a Prerequisites Course
- J. POSITION STATEMENT on Time limits for course prerequisites
- K. PPM 4.3.3 Nominating Committee
- L. PPM 5.9.1 Personnel Committee
- M. BYLAWS Revision
- N. POSITION STATEMENT on The Academic preparation of mathematics faculty at two-year Colleges
- O. AMATYC Presidential Student Scholarship
- P. *Standards* Revision Advisory Group
- Q. Cadence Motion proposal
- R. Morgan Stanley proposal

ATTACHMENT A

EAC Report

February 15, 2014
Expenditure Approval Committee (EAC) Report
Margie Hobbs , Treasurer
Prepared for the 2014 AMATYC Spring Board Meeting
For activity occurring September 1, 2013 through February 15, 2014
Submitted February 15, 2014

Members of the 2013 committee: Margie Hobbs, Chair; Jim Roznowski, Nancy Sattler, and Rob Farinelli

Members of the 2014 committee: Margie Hobbs, Chair; Jim Roznowski, Nancy Sattler, and Jane Tanner

As reported by the Treasurer and approved by the 2012-2013 and 2013-2014 EAC:

- | | |
|------------------|---|
| December 3, 2013 | Approved the over budget expenditure in account # 4160 Audio Visual Rentals of \$3,274.64 for Anaheim Conference audio visual expenses. |
| January 29, 2014 | Approved the over budget expenditure in account #4640 Exposition Services of \$62.10. |

Federal IRS Documents Review and Audit Review Committee Report
Margie Hobbs, Treasurer
Submitted February 15, 2014

There is no report for this Executive Board Meeting.

ATTACHMENT B**Email ballots since SPO 2014**

Email motion report for SBM 2014. Motions addressed since the SPO 2014 follow:

1/28/2014	minutes	MOTION 1: That the SPO 2014 minutes be approved.	approved
2/8/2014	position statement timeline	MOTION 2: That the PPM be changed to allow for virtual meetings to discuss position statements and that the attached changes to PPM sections 9.9.1 and 9.9.2 be adopted by the board.	approved
2/18/14	dues	MOTION 3: That the policy manual be revised to show that the Adjunct Member annual dues and Retired Member annual dues be one-half the established annual dues for regular members, rounded up to the nearest dollar. The Adjunct Member and Retired Member annual dues will change at the same time the regular member annual dues changes.	withdrawn

ATTACHMENT C**RULES OF CONDUCT**

- A. Robert’s Rules of Order are used. The parliamentarian is **Dan Fahringer**.
- B. The following time limits will be applied unless otherwise noted:
 Reports (R) - 5 minutes
 Discussion items (D) – 10 minutes
 Motions involving discussion (M) – 15 minutes
 Times on individual items may be extended by a majority vote of the Board. Some items in the agenda may have different values assigned than listed here. The timekeeper is **Liz Hylton**.
- C. Motions submitted after the deadline (March 15) must have at least one co-sponsor.
- C. No speaker may speak on a motion more than two times, and this will be monitored by the Parliamentarian. Members are encouraged to display their “ditto” signs rather than to use their speaking times to echo comments previously expressed. Order of speakers is not guaranteed and may be changed at the option of the Chair.
- D. Professional decorum is expected at all times during the board meeting. The chair shall interrupt and rule a speaker out of order. **Please silence all cell phones**. Refrain from computer use other than board business.
- E. The following individuals are asked to track items throughout the meeting. Although Keven, Margie, and Cheryl will be present for much of the SBM; it is important that the individuals indicated monitor their designated topic to make sure nothing is overlooked.
1. Items relating to Conference: **Mark Harbison and Nancy Rivers** (Report to the Conference Coordinator at the end of SPO 2014.)
 2. Items relating to Budget: **Jim Ham and Ernie Danforth**. (Report to the treasurer at the end of SPO 2014).
 3. Items relating to the Office: **Kate Kozak and Jim Roznowski**. (Report to Cheryl at the end of SPO 2014).
 4. Items relating to VPs: **Nicole Lang** and all VPs.
 5. Items to return to at the Fall Board Meeting: **Margie Hobbs and Jane Tanner**. (Report to the President at the end of SBM 2014.)
- F. **F. Draft minutes will be available electronically each morning beginning on Saturday morning, unless otherwise requested by Mary Beth. Everyone is encouraged to review the minutes each day. Three board members are asked to specifically review the minutes for their assigned day for completeness and accuracy of motions and return comments to Mary Beth by the following morning, either handwritten or electronically.**
1. **Friday: Tanner, Ham & Rivers**
 2. **Saturday: Lang, Roznowski, Fahringer**
 3. **Sunday: Danforth, Kozak, Harbison**
 4. **Monday: Hylton, Hobbs, Lang**

ATTACHMENT D

**Order of Business
AMATYC Executive Board
Spring 2014**

The board meeting will proceed in a linear fashion as listed below with the following exceptions.

- Office Report on Friday, April 25, 10:00-11:00
- Strategic Planning session on Saturday, April 26, 10:30 am-noon
- Treasurer’s Report on Friday, April 25, 2:30-3:30

Committee meetings during SBM:

- Personnel Committee meet on Friday, April 25, 12:30 – 1:30
- Membership Committee meet on Friday, April 25, 5:00-6:00 and Saturday, April 26, 12:30-1:30
- Roznowski, Tanner, Orrange, Sattler, Dockter, Cleaves meet at same as above regarding Nashville meeting schedule and misc.
- Professional Development Committee on Saturday, April 6, 5:00-6:00
- Finance Committee meeting on Tuesday, April 29, 9:00-11:00 am

Reports (R): 5 minutes

Discussion (D): 10 minutes

Motions (M): 15 minutes

A. Agenda			Notes
Reference Materials			
	Call to Order	Sattler	
A1	Meeting Plans	Sattler	
A2	AMATYC Mission Statement		
A3	AMATYC Core Values and Vision		
A4-5	AMATYC Strategic Priorities		
A6	EAC Report	Hobbs	
A6	No Report for Federal IRS Documents Review and Audit Review Committee Report	Hobbs	
A7	Conference Registration Rate	Hobbs	
A8	Email Ballots since SPO 2014	Orrange	
A9-A9A	Affiliate Visits		Replacement
A10-11	Acronyms		
A12	Board Liaison Assignments		
A13-15	Administrative/Ad Hoc/Other Committees		
A16	Brief Robert’s Rules of Order		
A17-19	Conflict of Interest		
A-20	Sunshine Fund Guidelines	Orrange	
A21	Rules of Conduct	Sattler	
A22	M: Adopt Rules of Conduct	Sattler	

A23-30	Order of Business	Sattler	
A31	M: Adopt Order of Business	Sattler	

B. Consent Calendar – Reports (items removed from this section will be discussed before Section D)

National Officers			
B1-2	President	Sattler	
B3	President-Elect	Tanner	
B4	Past President	Roznowski	
B5	Secretary	Orrange	
B6-7	Treasurer	Hobbs	
Regional Vice Presidents			
B8	Northeast	Danforth	
B9	Mid-Atlantic	Fahringer	
B10	Southeast	Rivers	
B11-12	Midwest	Ham	
B13	Central	Lang	
B14	Southwest	Kozak	
B15	Northwest	Hylton	
B16	West	Harbison	

C. Consent Calendar- Motions (items removed from this section will be moved to sections indicated)

C1-31	M: PPM edits	Orrange	
C32-41	M: Regional Reps and Members at Large for Committees	Sattler	
C42	M: Appointment of At-Large Program Committee	Dockter	L1
C43	M: Appointment of Regional Rep on Program Committee	Dockter	L2
C44-45	M: New Orleans Local Arrangements Committee	Dockter	L5-6
C46-48	M: Update ITLC Description in PPM	Feldon Rivers	D19-21
C49	M: Welcome to New Members	Sattler	M9
C50	M: Posting of announcements from other organizations on the AMATYC website	Tanner	M11
C51	M: Accept Consent Calendar Motions	Sattler	

D. Academic Committees			
D1-3	Developmental Mathematics Report (DMC)	Zientek Hobbs	
D4-8	M: Position Statement on Intermediate Algebra	Zientek Hobbs	
D9-13	Division/Department Issues Report (DDIC)	Simpson Tanner	
D14-15	M: International Mathematics Committee Investigation	Simpson Roznowski	
D16-18	Innovative Teaching and Learning Report (ITLC)	Feldon Rivers	
D19-21	M: Update ITLC Description in PPM	Feldon Rivers	C46-48
D22-30	Mathematics Intensive/College Mathematics Report	Poinsett Ham	
D31-34	Mathematics for AAS Programs Report	Schillow Danforth	
D35-36	Placement and Assessment Report (PAC)	Rouhani Hylton	
D37-40	M: Position Statement on Time Limits for Course Prerequisites	Rouhani	
D41-45	Research in Mathematics in Two-Year Colleges (REMATYC)	Ström Lang	
D46-62	D: Future of RMETYC Research Session	Ström Lang	
D63-64	M: Research Pre-Session Sponsored by RMETYC	Ström Lang	
D65-69	Statistics	DeHart Kozak	
D-70	M: Request for Statistics Themed Session at New Orleans Conference	DeHart Kozak	
D71-75	Teacher Preparation	Jones Fahringer	

E. Services / Coordinators/ Directors / Publications			
E1-2	Editing Director Report	Wilson Danforth	
E3	<i>AMATYC News</i> Editor Report	Long Kozak	
E4-5	M: PPM 12.2.1 Changes	Kozak	
E6-9	<i>MathAMATYC Educator</i> Editor Report	Tannor Hylton	
E10	M: Digital Archiving, Complimentary Access to the AMATYC Review	Tannor	

E11	M: Editorial Panel	Tannor	
E12	<i>MathAMATYC Educator</i> Production Manager Report	Alexander Hylton	
E13-16B	Webmaster Report	Hurlburt Ham	
E17-18	Grants Coordinator Report	Pazdar Harbison	
E19-20	D: Grant Work Policy	Pazdar Harbison	
E21-22	Historian Report	Simmons Orrange	
E23	SML Report	Strickland Fahringer	
E24	SML Test Developer Report	Blasberg Fahringer	
E25	M: Test Development Team	Blasberg	
E26-27	Professional Development Coordinator Report	Oaks Orrange	
E28-29	Traveling Workshop Coordinator Report	Jiménez Orrange	
E30	Mu Alpha Theta Report	Mowers Roznowski	

F. Staff			
F1- 2	Interim Executive Director Report	Cleaves	
F3-7	Office Report	Cleaves Vance	
F8	M: Allow Technical Clerk to Attend Nashville Conference	Cleaves	
F9	M: Forms Created in YourMembership.com	Cleaves	

G. Conference			
G1-7	Conference Coordinator Report	Dockter	
G18	Assistant Conference Coordinator Report	Kirk Dockter	
G9-11	Program Coordinator Report	Williams Dockter	
G12	Presider Chair Report	Winnington Dockter	
G13	Exhibitor Chair Report	Goulard Dockter	
G14-16	Advertising Coordinator Report	Olshan Dockter	

G17	2013 Conference Evaluation Report	Britt Dockter	
G18	2014 LEC Report	Britt Dockter	
G19-20	2015 LEC Report	Hughes Dockter	
G21	2016 LEC Report	Hastert Dockter	
G22	M: Commercial Presentation Forms	Dockter	
G23	M: Change in Booth Rates for 2015	Dockter	

GG. Conference - Experient

G1-16	Experient Report from Anaheim	Dockter	
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H. Administrative Committees

H1	Nominating Committee Report	Roznowski	
H2-12	M: PPM 4.3.3 (Nominating Committee & Elections) Revisions	Roznowski	
H13	ME Award Report	Roznowski	
H14	TE Award Report	Tanner	
H15-16	M: Teaching Excellence Award qualification clarification	Tanner	
H17	Professional Development Committee	Orrange	
H18-19c	Foundation Report	Roznowski	
H20	Personnel Committee	Harbison Sattler	
H21	M: Chair of Personnel Committee	Sattler	
H22 -23	M: Changes in Section 5.9.1 of the Policy Manual	Sattler	
H24-24A	Organizational Assessment Committee	Tanner	
H25-26	Past Presidents Advisory Board Report	Roznowski	
H27-28	Membership/Marketing Committee	Ham Rivers	
H29-30	Membership Report	Vance	

I. Treasurer/Budget			
	Register Report (Sent Prior to SBM)	Hobbs	
I1	M: Approval of Expenditures 10/12-2/13	Hobbs	
	Chart of Accounts	Hobbs	
	Expenses	Hobbs	
	2014 Approved Budget	Hobbs	
	2015 Draft Budget	Hobbs	
	2013 Financials	Hobbs	
	Historical Data & Graphs	Hobbs	
	Reserve Fund	Hobbs	
	Contract Obligations	Hobbs	
	Foundation Report	Hobbs	

J. Ad hoc Committees / Projects			
J1-2	AMATYC Project ACCCESS (APA) Board Report	Watkins Fahringer	
J3-4	Professional Networking Committee Report	Orrange	
J5	M: AMATYC Presence on Instagram	Orrange	
J6-J11	Joint Committee on Women in the Mathematical Sciences	Tanner	
J12-13	40 th Anniversary Conference Task Force	Roznowski	
J14	Task Force to Review Committee Structure	Hobbs	
J15	Standards – <i>Beyond Crossroads</i> Task Force	Farinelli	
J16	Minutes Review Committee	Kozak	
J17-21	Draft Delegate Assembly Minutes	Kozak	
J-22	Task Force on Members-Only Section of AMATYC Website	Kozak	
J23-24	M: Material to post in a Members-only Section	Kozak	
J25-26	Permissions in the YM back End Task Force	Ham	
J27-45	Bylaws Review Task Force	Roznowski	
J46	M: Bylaw Revision	Roznowski	
J47-54	<i>Guidelines on Academic Preparation</i> Task Force	Roznowski	
J55	M: Guidelines on Academic Preparation Position Statement	Roznowski	
J56	MAA ARG	Sattler	
J57	STEM Prep Pathways	Roznowski	

K. Strategic Planning			
K1-27	AMATYC Strategic Plan with Action Items	Tanner	

L. Executive Session			
L1	M: Appointment of At-Large Program Committee	Dockter	C42
L2	M: Appointment of Regional Rep on Program Committee	Dockter	C43
L3	M: Reappointment of Exhibit Chair	Dockter	
L4	M: Reappointment of Advertising Chair	Dockter	
L5-6	M: New Orleans Local Arrangements Committee	Dockter	C44
L7	M: ME Awards	Roznowski	
L8-13	Potential Speakers List for 2016	Tanner	
L14-15	M: Speakers for New Orleans 2016	Tanner	
L-16	M: Reappointment of SML Test Developer	Sattler	
L-17	M: Reappointment of Project ACCCESS Coordinator	Sattler	
L-18	Executive Director Search/Selection	Tanner	
L-19	Lifetime Achievement Award	Tanner/ Hobbs	Move from M15

M. New Business			
M1	M: “Beyond Crossroads” books	Harbison	
M2	M: Business Cards	Harbison	
M3	M: Merchandise Table in Nashville	Membership Committee/ Fahringer	
M4	M: ERIC	Tanner	
M5	M: Task Force to Consider new AMATYC Award	Roznowski	
M6	M: Adjunct and Retired Membership Rate	Hobbs	
M7	M: Additional Transparency in budget line items	Ham	
M8	M: Welcome to New Members	Sattler	C49
M9	M: First Time Attendees Reception, Nashville	Roznowski	
M10	M: Posting of announcements from other organizations on AMATYC website	Tanner	C50
M11-12	M: Presidential Student Scholarship	Sattler	

M13-14	Scholarship Criteria & Nomination Form	Sattler	
M15	Lifetime Achievement Award	Hobbs Tanner	L-19
M16	PPM Update Timeline	Orrange	
M17	Going Green	Ham	
M18	Complimentary Registration	Kozak	
M19-20	Planning Meeting, Standards Revision	Farineli	
M21	Registration Fee Formulas	Hobbs and Ham	
M22	Cadence Bank	Hobbs Tanner	
M23	Morgan Stanley Bank	Hobbs Tanner	
M24	Membership dues Revision: \$10 discount	Membership Committee	
M25	Membership dues Revision \$50 Coupon	Membership Committee	
M26	Benefits of Institutional Membership	Membership Committee	
M27			

ATTACHMENT E**REFERENCE MATERIALS****AMATYC Mission Statement**

The American Mathematical Association of Two-Year Colleges (AMATYC) mission is to promote and increase awareness of the role of two-year colleges in mathematics education, and to:

- Ensure the preparation of mathematically and technologically literate citizens who are capable of making informed decisions, who have skills needed by business and industry, and who will continue to grow in their quantitative literacy;
- Lead the development and implementation of curricular, pedagogical, technological, and assessment standards for two-year college mathematics education;
- Offer multiple opportunities for the preparation and continuing professional development of a competent and diverse mathematics faculty skilled in a variety of teaching modalities addressing different learning styles;
- Provide a forum that facilitates professional networking, communication, policy determination, and action among individuals, affiliates, and other professional organizations; and
- Communicate the perspectives of two-year college mathematics education to public, business, and professional sectors.

Adopted by the Board on April 12, 2010.

AMATYC's Vision: Opening Doors Through Mathematics**AMATYC's Core Values**

(Alphabetical Order)

Approved May 2006

Core Values represent core priorities, traits, or qualities in the organization's culture that are considered worthwhile. They are timeless and unchanging.

Core Value:	Operational Definition:
Academic Excellence	Presenting a quality educational experience in mathematics that is responsive to the needs of all students while recognizing student achievement in mathematics as an essential life goal.
Access	Acknowledging the right of all students to experience learning mathematics in ways that maximize their individual potential.
Collegiality	Providing opportunities for networking and encouraging mutual respect for other mathematics professionals for the betterment of the mathematics teaching profession.
Innovation	Creating, developing, implementing, and redefining successful instructional strategies, curricula in mathematics, and classroom practices based on the research of how students best learn mathematics and how faculty best teach mathematics.
Integrity	Safeguarding the qualities of honesty, sincerity, trustworthiness, global consciousness, and a code of sound moral professional principles.
Professional Development	Building expertise and exhibiting leadership in the teaching and learning of mathematics, enhancing personal growth, and improving teaching methods and effectiveness as a personally initiated life-long responsibility.
Teaching Excellence	Designing and implementing a dynamic mathematics curriculum, promoting the use of innovative and effective teaching strategies, assessing student learning outcomes in mathematics with appropriate methods, and creating a successful learning environment for all students.



2012-2017 AMATYC Strategic Plan (Adopted SBM 2011)
Opening Doors Through Mathematics

Priority I – Provide professional development opportunities to all two-year college faculty.

- A. Enhance the traditional opportunities for professional development.
- B. Develop opportunities for professional development that utilize emerging technologies.
- C. Provide professional development focused on mentoring of faculty especially faculty new to teaching in two-year colleges.
- D. Advocate for the importance of and provide opportunities for professional development for adjunct faculty.

Priority II – Promote research on student learning in two-year colleges.

- A. Promote research focused on student learning, acknowledging the impact that technology and data driven decisions have on education.
- B. Provide training to faculty interested in conducting classroom research.
- C. Pursue grants and other means of financial support for classroom research in teaching and student learning.
- D. Advocate for the continued improvement of textbooks and other instructional resources based on the lessons learned from classroom research.
- E. Advocate for faculty, departments, and colleges to institute innovative practices informed by research.
- F. Disseminate resources and best practices on teaching and learning to facilitate faculty development.

Priority III – Promote the review and improvement of two-year college mathematics curricula.

- A. Support and promote the development and assessment of high quality mathematics education for all students.
- B. Maintain a leading role in structuring a strong developmental mathematics experience for all students.
- C. Promote the consensus on the essential mathematics that students need in order to succeed in their chosen academic or career fields.
- D. Increase participation in Science, Technology, Engineering, and Mathematics (STEM) courses and programs through contacts with industry.
- E. Support the appropriate use of emerging technologies to promote an understanding of mathematics and its applications.
- F. Support continuous improvement of online/distance learning and continuous improvement of online delivered courses.

Priority IV – Build and promote communities of educators in lower division collegiate mathematics across departments and institutions.

- A. Strengthen and expand the relationship between AMATYC and its affiliate organizations.
- B. Encourage membership among individuals interested or involved in mathematics instruction in the first two years of college.

- C. Expand opportunities for networking (locally, nationally, and internationally) of those interested in the first two years of collegiate mathematics to share ideas and provide support.
- D. Expand the relationship among instructors at two-year colleges and other faculty Pre-K–20.

Priority V – Communicate the vision, core values, mission, and goals of AMATYC and promote awareness of the organization.

- A. Maintain and promote the visibility of AMATYC at the national level as the primary voice for mathematics education during the first two years of college.
- B. Promote an understanding of the mission of two-year colleges and their mathematics programs.
- C. Be a strong voice for two-year college mathematics education.
- D. Develop and maintain relevant standards for two-year college mathematics education.
- E. Expand relationships with other organizations interested in the goals and objectives of AMATYC and interested in promoting quality mathematics education.
- F. Encourage the involvement of two-year college educators in state and national, Pre-K–20 initiatives.
- G. Work to increase state and national funding for two-year college mathematics education.

ACRONYMS

AACC	American Association of Community Colleges
ACCESS	Advancing Community College Careers: Education, Scholarship, Service, a professional development program offered by AMATYC and MAA for beginning two-year college mathematics faculty, funded for 2003-2006 by the ExxonMobil Foundation (Cohorts 1, 2, 3)
APA	AMATYC Project ACCESS: Advancing Community College Careers: Education, Scholarship, Service, a professional development program offered by AMATYC beginning with Cohort 4 in 2007.
AMS	American Mathematical Society, who along with MAA and SIAM host the Joint Mathematics Meetings each January
AMTE	Association of Mathematics Teacher Educators
ARG	Association Review Group. NCTM successfully used an ARG process to conduct a formal review of the Standards 2000 drafts.
ASA	American Statistical Association
ASL	Association for Symbolic Logic
ASSM	Association of State Supervisors of Mathematics
AWM	Association for Women in Mathematics
BBA	Benjamin Banneker Association. “Dedicated to mathematics education advocacy, establishing a presence for leadership, and professional development to support teachers in leveling the playing field for mathematics learning of the highest quality for African-American students.”
BMS	Board of the Mathematical Sciences, a Board of the National Research Council.
CAMC	Committee on the American Mathematics Competitions. CAMC develops and sponsors the exams which lead to the identification of the USAMO team.
CBMS	Conference Board of the Mathematical Sciences. Made up of representatives (usually the presidents) of about 17 mathematics/ mathematics education organizations. AMATYC is a member. Ron Rosier is the Executive Director. CBMS meets twice a year, in early May and early December.
CCSSM	Common Core State Standards for Mathematics
CRAFTY	Curriculum Renewal Across the First Two Years Committee, an MAA Subcommittee of the MAA Committee on the Undergraduate Program in Mathematics (CUPM).
CSSP	Council of Scientific Society Presidents
CTYC	Committee on Two-Year Colleges, an MAA Committee. The AMATYC President is an ex officio member.
CUPM	Committee on the Undergraduate Program in Mathematics, an MAA Committee.
ICME	International Congress on Mathematical Education. Held every four years. (Seoul, Korea 2012 and Hamburg, Germany 2016)
IMS	Institute of Mathematical Statistics
INFORMS	Institute for Operations Research and the Management Sciences
JCW	Joint Committee on Women in Mathematical Sciences

JMM	Joint Mathematical Meetings hosted each January by AMS, MAA, and SIAM.
JPBM	Joint Policy Board for Mathematics. A coalition of AMS, MAA, and SIAM.

MAA	Mathematical Association of America. Executive Director is Michael Pearson.
MAC³	Mathematics Across the Community College Curriculum was an NSF grant to AMATYC.
MathFest	MAA's Summer Meeting
MET	The Mathematics Education of Teachers document, written for college mathematics departments outlining the mathematics that K-12 teachers ought to know.
PMET	Preparing Mathematicians to Educate Teachers Project, a CBMS Project, offering workshops to college and university faculty.
MSEB	Mathematical Sciences Education Board, a Board of the National Research Council. Established in 1985 to provide continuing national overview and assessment capability for mathematics education and is concerned with excellence in mathematical sciences education for all students at all levels. Nancy Sattler serves on MSEB at this time,
NACCTEP	National Association of Community College Teacher Education Programs.
NADE	National Association of Developmental Education
NAS	National Academy of Sciences
NASSMC	National Alliance of State Science and Mathematics Coalitions
NCTM	National Council of Teachers of Mathematics. Kichoon Yang is the Executive Director.
NRC	National Research Council, organized by the NAS in 1918. NRC is the umbrella organization of the NAS, the National Academy of Engineering (NAE), and the Institute of Medicine (IOM).
NSF	National Science Foundation. Provides government funding for scientific endeavors.
PAEMT	Presidential Award for Excellence in Mathematics Teaching
RUME	Research in Undergraduate Mathematics Education, a special interest group of the MAA.
SIAM	Society of Industrial and Applied Mathematics. One of the three sponsors of the Joint Mathematics Meetings held each January.
SOA	Society of Actuaries
SUMMA	Strengthening Underrepresented Minority Mathematics Achievement (SUMMA) Program of the MAA was established in 1990 to increase the representation of minorities in the fields of mathematics, science and engineering and improve the education of minorities.
TODOS	TODOS: Mathematics for all – advocate for equity and high quality mathematics education for all
Triangle Coalition	A Washington DC-based nonprofit organization comprised of more than 100 member organizations with representation from business, education, and scientific and engineering societies. The coalition's mission is to bring together the voices of business, government, and education to improve the quality and outcome of STEM education.
USAMO	USA Mathematical Olympiad. Through a series of competitions taken by thousands, a team of 8 is identified for participating in the International

	Mathematical Olympiad (IMO). The team is honored at a special event in Washington each June.
USNCMI	United States National Committee on Mathematics Instruction

Liaison and Committee Assignments, Pre-SBM 2014

Assignment	Chair/Coordinator/Director	Board Member
Affiliate Presidents		Jane Tanner
AMATYC Executive Director	Cheryl Cleaves	Nancy Sattler
AMATYC Legal Advisor	Peter Georgakis	Nancy Sattler
<i>AMATYC News</i>	Daniela Zemanek	Kate Kozak
AMATYC Project ACCCESS	Laura Watkins	Dan Fahringer
Editing Director	Steve Wilson	Ernie Danforth
Grants Director	John Pazdar	Mark Harbison
Historian	Russell Simmons	Mary Beth Orrange
<i>MathAMATYC Educator</i>	David Tannor – Editor George Alexander – Production Manager	Liz Hylton
Website Coordinator	George Hurlburt	Jim Ham
Mu Alpha Theta	Kathy Mowers	Jim Roznowski
Professional Development Coordinator	Jon Oaks	Mary Beth Orrange
Traveling Workshop Coordinator	Ana Jimenez	Mary Beth Orrange
Student Mathematics League	Susan Strickland Steve Blasberg	Dan Fahringer
Vice-Presidents (Senior VP)		Nicole Lang
Academic Committees		
Developmental Mathematics	Linda Zientek	Margie Hobbs
Division/Department Issues	Sean Simpson	Jane Tanner
Innovative Teaching and Learning	Fred Feldon	Nancy Rivers
Mathematics Intensive/College Mathematics	Sandy Poinsett	Jim Ham
Placement & Assessment	Behnaz Rouhani	Liz Hylton
Research in Mathematics Education in TYC	April Ström	Nicole Lang
Statistics	Mary DeHart	Kate Kozak
Teacher Prep	Andy Jones	Dan Fahringer
Technical Mathematics/AAS	Ned Schillow	Ernie Danforth

Administrative Committees

Nominating Committee

Charge: Establish election procedures and, consistent with policy and Executive Board direction, recommend a slate of nominees for Executive Board approval; PPM, 4.3.3

Chair: Roznowski

Members: (Northeast), (Mid-Atlantic), (Southeast), (Midwest), (Central), (Southwest), (Northwest), (West), (At-Large), (At-Large), (At-Large),

Membership Committee

Charge: Develop and implement strategies to solicit new members and retain existing members; PPM, Section 5.9.3

Chair: Ham & Rivers (co-chair)

Members: Cleaves, Danforth, Fahringer, Harbison, Hobbs, Hylton, Kozak & Lang

Strategic Planning Committee

Charge: Develop and publish the AMATYC Strategic Plan

Chair: Tanner

Members: Hylton, Roznowski, & Sattler

Finance Committee

Charge: Oversee the budget development and serve in an advisory capacity to the Treasurer and Executive Board; PPM, Section 5.9.2

Chair: Hobbs

Members: Cleaves, Danforth, Dockter, Ham, Sattler, & Tanner

Foundation Board

Charge: Raise and disperse funds to support the mission of AMATYC; PPM, Section 14.1

Chair: Roznowski

Members: *Angel, Black, Cleaves, *Hobbs, Lang, *McKeague, Sattler, & *Steenken, (*Investment Committee Member)

Personnel Committee

Charge: PPM, Section 5.9.1

Chair: Harbison

Members: Cleaves (nv), Hobbs, Roznowski, Sattler, & Tanner

Professional Development Committee

Charge: PPM, Section 5.9.4

Chair: Orange

Members: Dockter, Fahringer, Harbison, , Jimenez, Oaks, & Rivers

Organizational Assessment Committee

Charge: Coordinate the planning and implementation of assessment of AMATYC programs and activities; PPM, Section

Chair: Tanner

Members: Ham, Kissick, Kozak & Wilhite

Ad Hoc Committees

Professional Networking Committee

Charge: Provide management on recommendations related to AMATYC's presence on social media.

Chair: Orrange

Members: Sattler, Lang, Kozak, Ham, Hurlburt

Executive Director Search Committee

Charge: Review applications and make recommendations to the board for semifinalist for the position of Executive Director of AMATYC.

Chair: Tanner

Members: Danforth, Ham, Hobbs

Other Committees

Tax Review and Audit Committee

Charge: Review AMATYC's year-end financials; review IRS form 990 prior to its filing on May 15th; review the Conflict of Interest Policy/completed forms; answer questions and consider recommendations from the auditor.

Chair: Hobbs

Members: Cleaves (nv), Hunsucker (nv), Roznowski, Sattler & Tanner

Eligibility to Participate in SML

Charge: Review the eligibility of a number of 2-year colleges participating in the SML and now changing to 4-year colleges and determine whether these colleges can continue to participate.

Chair: Strickland

Members: Fahringer, Roznowski, Sattler

Task Forces

40th Anniversary Planning

Charge: Develop ideas and make recommendations regarding AMATYC's 40th anniversary celebration planned for the 2014 AMATYC annual conference in Nashville.

Chair: Roznowski

Members: Blair, Britt, Cleaves, Hurlburt, Dockter, Sattler, Simmons

Position Statement on *Academic Preparation of Two-Year College Mathematics Faculty*

Charge: Develop a position statement based on the *Guidelines on Academic Preparation of Two-Year College Mathematics Faculty*.

Chair: Roznowski

Members: Ackerman, Cook, E. Danforth, K. Danforth, Gleason, Mahler

AMATYC Regional Structure

Charge: To review the AMATYC regional structure and make recommendations on possible realignment. Gather data first and present two or three proposals for discussion at the Delegate Assembly to be held at the 2013 AMATYC conference in Anaheim.

Chair: Tanner

Members: Averbek, Chow, Kozak; Collings, Kodama, Lang; Mowers

AMATYC Academic Committee Structure

Charge: To review and make recommendations regarding the AMATYC academic committee structure.

Chair: Hobbs

Members: Buller, Cleaves, Cotton, Edmonds, Krevisky, Poinsett, Sattler, Schillow, Strom, Wilson

Guidelines on Academic Preparation and Opportunities for Excellence: Professionalism and the two-Year College Mathematics Faculty

Charge: Make recommendations on the updating of the *Guidelines on Academic Preparation* (1992) and *Opportunities for Excellence: Professionalism and the Two-Year College Mathematics Faculty*. The task force will submit regular reports to the AMATYC Board with a final report ready to start the review process at the SBM 2013.

Chair: Roznowski

Members: Ackerman, Cappetta, Cook, E. Danforth, K. Danforth, Gleason, Mahler

Bylaws Review

Charge: To review the AMATYC Bylaws and recommend any changes including those related to the AMATYC Foundation and AMATYC regional structure.

Chair: Roznowski

Members: Baratto, Hobbs, Yoshiwara

Standards – Beyond Crossroads

Charge: Make recommendations on the reaffirmation or updating of the AMATYC standards document, *Beyond Crossroads* (2006). The Task Force will submit a recommendation at the SBM 2013.

Chair: Farinelli

Members: Duranczyk, Grasier, Hobbs, Hylton, Kozak, Orrange, Rotman, Yoshiwara

ATTACHMENT F**PPM suggested changes:**

Section 4.2.1 Delegate Assembly Seating change: 2007 to 2015, 2008 to 2016, 2009 to 2017 and 2010 to 2018. Then put the years in chronological order.

Section 4.3.1 Not for voting – editing items: Remove the A “1 .A. Solicitation of Nominations”, remove the C “3. C. First Committee Meeting:” and remove the A “1. A. The following information is to be submitted for each nominee.”

Section 4.1.10 Change:

NYSMATYC one additional delegate (83 members of AMATYC and NYSMATYC); IMACC one additional delegate (53 members of AMATYC and **IMATYC**) to NYSMATYC one additional delegate (83 members of AMATYC and NYSMATYC); IMACC one additional delegate (53 members of AMATYC and **IMACC**)

Section 5.2 President: Attachment A

Section 5.3 President-elect: Attachment B

Section 5.4 Immediate Past President: Attachment C

Section 5.5 Secretary: Attachment D

Section 5.6 Treasurer: Attachment E

Section 5.7 Regional Vice President: Attachment F

Section 5.9.1 Personnel Committee

Purpose

The purpose of the Personnel Committee includes:

1.Employee Related

1.Review job performance evaluations of AMATYC office staff performed by the Executive Director ~~of Office Operations~~, prior to each conference Board meeting

2.Review office staff personnel issues including salary requested by the President or the Executive Director ~~of Office Operations~~ and make necessary recommendations to the President on these issues

Section 5.9.4 Professional Development Committee

Section 11.1.1 Professional Development committee

Membership <SBM 2010>

The membership [professional development](#)

committee shall be composed of at least three Regional Vice Presidents and at least one national officer besides the President. The President, the Conference Coordinator, [the Traveling Workshop Coordinator](#), and the Professional Development Coordinator are ex officio members of this committee.

Section 9.7, Emerging Topics Committees: Because RMETYC is now an academic committee, remove the words:

The current emerging issue academic committees are:

Research in Mathematics Education at Two-Year Colleges (RMETYC), two-term term from November 23, 2008 through November 14, 2010. *<FBM 2008>*

Sections 12.4.4 and 12.4.5 related to Online Resources and the Online Resource Director should be eliminated. A motion to eliminate the director and corresponding Online Resources page on the website passed on 11/6/2011.

Section 12.6 related to the AMATYC MathEDCC listserv should be eliminated. A motion to stop AMATYC's affiliation with the listserv passed on 11/8/2011.

Sections 15.1 Appointments will be reviewed and appointments already approved by the board will be corrected.

Attachment A: 5.2 President

Term of Office

~~The term limit for the President is one full elected term in the same office (January 1 in an even numbered year to December 31 in the next odd-numbered year).of office for President is two years in this office beginning in an even numbered year to December 31 in the next odd numbered year. The President-Elect automatically succeeds the President at the end of the President's term or when the President leaves office permanently. The President automatically succeeds the Immediate Past President at the end of the President's term. The term of office starts immediately following the end of the term as President-Elect, and continues through the end of the conference in the next odd-numbered year.~~

General Duties

1. Prepare the agenda for all Executive Board meetings, and submit to the AMATYC Office for ~~duplication and mailing~~ distribution. Proposals from non-Board members should be accepted. If present at the open Board meeting session, the presenter may be asked questions regarding the proposal.
2. Prepare the agenda for the Delegate Assembly, and send to the Secretary for inclusion in the delegate packet.
3. Preside at all general meetings of the association, the Delegate Assembly, and the Executive Board.
- ~~4. Chair the Personnel Committee.~~
- ~~5.4.~~ Oversee Assist the President-Elect in overseeing the Strategic Planning process.
- ~~6.5.~~ Oversee management and implementation of all grants. Write appropriate letters of support for proposals, per policy.
- ~~7.6.~~ Initiate an e-mail ballot on policy changes and other issues during times when the Board is not meeting.
- ~~8.7.~~ Schedule time during a Board meeting at the conference for academic committee chairs, coordinators, editors, and other appointees to meet with the Board.
- ~~9.8.~~ Schedule time at the Strategic Planning and Orientation Meeting and the Spring Board Meeting for Strategic Planning and participate in the activities planned by the President-Elect.
- ~~10.9.~~ Perform all duties as outlined in the Policy and Procedures manual.

Office/Budget Duties <FBM 2008>

1. In conjunction with the Executive Director, oversee ~~Oversee~~ office operations and work assignments of AMATYC staff.
2. Oversee and authorize cost of living and longevity salary increases to AMATYC staff.
3. Review the annual performance evaluations of the AMATYC staff provided by the Executive Director ~~of Office Operations~~.
4. Verify that ~~the AMATYC office has sent new~~ officers, chairs, coordinators, ~~and~~ editors, and other appointees have access to the AMATYC Policy and Procedures Manual. Verify that the AMATYC office has sent new officers the previous meeting's minutes.
5. Appoint members to the Finance Committee according to policy, and serve as a member of the committee.
- ~~6. Serve as a member of the Expenditure Approval Committee, the Strategic Planning Committee, Tax Review and Audit Committee, and the AMATYC Foundation Board.~~

6. Serve as a member of the Foundation Board, the Expenditure Approval Committee, the Strategic Planning Committee, and the Tax Review and Audit Committee.
7. Initiate Executive Board vote on unanticipated expenditures, if necessary.
8. Sign checks on the AMATYC checking account, as appropriate.

Publications Duties

1. Serve as final arbiter for all AMATYC publications.
2. Serve as a proofreader for various AMATYC publications, including AMATYC membership brochures, *AMATYC News*, Summer Institute postcard and electronic brochure, Traveling Workshop postcard, AMATYC History, AMATYC advertising materials, conference miniprogram, and conference program. *<FBM 2008>*
3. Write a President's message for every issue of the *AMATYC News*.
4. Write (or designate a writer to write) a regular article in the *AMATYC News* updating the membership regarding AMATYC's involvement in Washington, DC activities.
5. Write other articles for the *AMATYC News* as appropriate.
6. Serve as final arbiter for all AMATYC website content and the implementation of websites to AMATYC affiliates.
7. Approve logos for AMATYC grants and projects, in consultation with the Publications Director.

Conference Duties

1. Carry out the duties of the President as indicated in the master conference timetable.
2. Execute the policies established for the conference by the Executive Board, including invitation to keynote and breakfast speakers for conferences over which the President will preside.
3. Participate in the determination of cities to be visited by the conference site visit team's selection team. ~~determination of cities to be visited.~~
4. Participate in the first site visit with the conference site visitation-selection team committee after assuming office, if requested by the new President-Elect.
5. Verify that the conference city site selection process is functioning properly.
6. Participate in the conference site refresh visit for the conferences over which the President will preside.
7. Sign all conference contracts after any necessary approvals are obtained. The President may request in writing that the Executive Director ~~of Office Operations~~ on behalf of AMATYC sign and mail an approved conference contract. The written authorization shall be filed in the office with the signed contract.
8. See that a conference progress report for all future conferences in the planning cycle is mailed included as part of each Board agenda to all members of the Executive Board.
9. Prepare the President's message for the conference program booklet. Send an electronic copy to the AMATYC Office and Conference Coordinator.
10. Preview the conference miniprogram and program drafts for appropriateness of content and quality of document preparation. Check names of Executive Board members and committees as listed in the conference miniprogram and program for accuracy before they are submitted to the printer.
11. Be responsible for designing and ordering plaques or certificates for hosting institutions, Local Events Coordinator, presidential awards, and all other awards given by the organization including outgoing officers, academic committee chairs, etc.

12. Assist the vice president of the region hosting the conference in preparing materials to be sent
~~Write a cover letter, and include the conference flyer,~~ to department chairs for colleges within a reasonable driving distance of the annual conference. ~~This~~ These cover letter materials should encourage ask chairs to ~~distribute copies of the enclosed flyer to~~ encourage and provide support for all ~~their adjunct~~ faculty members to attend the conference, both full-time and adjunct.
13. Review the Meeting Event Guide with the Treasurer, the Conference Coordinator, and the Executive Director during its creation.
- ~~13.~~14. Meet with the hotel personnel, Treasurer, ~~Conference Coordinator.~~ And Executive Director at the beginning of the conference, ~~and Local Events Coordinator~~ to review the ~~hotel's resume~~ Meeting Events Guide.
- ~~14.~~15. Be available at all times during the conference to assist the Conference Coordinator ~~and chairperson~~ with any problems that might arise.
- ~~15.~~16. Preside at Delegate Assembly Meeting, Opening General Session, Saturday Breakfast, and Closing Session.
- ~~16.~~ Meet with the Conference Coordinator or Treasurer or provide copies of receipts to verify that charges made to the master account at the hotel are accurate.
17. Write a thank-you letter after the conference to the Local Events Coordinator.
18. Send an e-mail, through the office, to all conference attendees within two weeks of the conference closing. The e-mail should thank the attendees for attending the conference, encourage them to complete the conference evaluation form online, and ask them to tell a colleague about AMATYC and direct them to membership information on the AMATYC website.

Liaison/Committee Duties

1. Act as ex-officio member of all committees except the ~~nominating~~ Nominating committee Committee, the Teaching Excellence Award Committee, and the Mathematics Excellence Award Committee.
2. Nominate the chairperson of all committees, except the Nominating Committee, Strategic Planning Committee, organizational Assessment Committee, ad hoc committees, and task forces for approval by the Executive Board.
- ~~2.~~3. Appoint chairs of ad hoc committees and task forces.
- ~~3.~~4. Appoint an acting chairperson of a committee when necessary.
- ~~4.~~5. Write a letter asking unproductive officers or committee chairs to resign.
- ~~5.~~6. Distribute Board reports from all academic committees to all the chairs of these committees.
- ~~6.~~7. Appoint a Board member as liaison to each committee, coordinator, editor, or director.
- ~~7.~~8. Coordinate efforts to obtain funding from public and private organizations.
- ~~8.~~9. Attend meetings and meet with the executive directors and/or presidents of other organizations who share similar concerns and interest to discuss items of mutual benefit and to establish a working relationship with them; this includes (but is not limited to):
 - Mathematical Association of America (MAA); attend the winter meeting;
 - National Council of Teachers of Mathematics (NCTM); attend the annual meeting;
 - Conference Board of Mathematical Sciences (CBMS); attend the semi-annual meetings of this organization made up of presidents of mathematical societies;
 - Mathematical Sciences Education Board (MSEB).

ATTACHMENT B

5.3 President-Elect

Term of Office

The President-Elect is elected to office by the membership, in accordance with the procedures detailed for the Nominating Committee. The term of office is two years, beginning on January 1 in the even year and ending on December 31 of the following year, ~~at the end of the conference in odd-numbered years, and ending at the end of the conference in the next odd-numbered year~~. The President-Elect automatically succeeds the President at the end of his/her term.

General Duties

1. Act as president in the absence of the President.
2. Plan and facilitate Strategic Planning discussions at the Strategic Planning and Orientation and spring and fall Board meetings, in consultation with the President.
3. Serve as a member of the Personnel Committee.
4. Proofread the election ballots prepared by the chair of the Nominating Committee.
5. Serve as a chair of the Organizational Assessment Committee
- ~~4.6. Serve on Tax Review and Audit Committee~~

Conference Duties

1. Carry out the duties of the President-Elect as outlined in the master conference timetable.
2. Work with the Conference Coordinator and professional conference planning company to initiate and coordinate the site inspection visit for future conferences.
3. Review all contracts related to the site selection process.
4. Work with the Past-President to prepare a form that solicits keynote and breakfast speaker information from the Executive Board, committee chairs, subcommittee chairs, and affiliate presidents.
5. Invite keynote and breakfast speakers for conferences over which the President-Elect will preside.
6. Coordinate an affiliate sharing session at each annual conference by inviting at least two AMATYC affiliate presidents to plan and facilitate the discussion session at the conference.
- ~~6.7. Organize the affiliate president's function in collaboration with the President.~~
- ~~7. Coordinate the AMATYC leadership session in even-numbered years. The session should be planned by the President Elect and two other Board members, and may also include a committee chairperson, and an affiliate president. The President Elect should select the committee members.~~
8. Attend the Delegate Assembly. *<FBM 2008>*

9. Report to the Delegate Assembly, on behalf of the site visitation team and the Board, the cities to be visited for the next future conference being planned. The President-Elect may assign this duty to the Conference Coordinator or other designee.
10. Present the list of AMATYC endorsements to the Board for review at the spring Board meeting in even-numbered years.
11. As part of the strategic planning process, the President-Elect may hold one or more focus sessions for invited AMATYC members at the annual conference.

Office/Budget Duties

1. Coordinate with the AMATYC office the purchase of technology equipment or software, up to a maximum expenditure of \$2000. This equipment and software is to be used by the President-Elect in the performance of his/her duties and becomes the property of that person at the completion of his/her term as Past-President. It is expected that the President-Elect have a laptop computer, and that all equipment purchased for the President-Elect by AMATYC will be available for use during the conference, Board meetings, and other AMATYC events.
2. Meet with the AMATYC Executive Director ~~of Office Operations~~ and Office Staff at the AMATYC office for ~~an two-day orientation, in the summer of odd-numbered years.~~
3. Sign checks on the AMATYC checking account, as appropriate.
4. Serve as a member of the Expenditure Approval Committee.

Publications Duties <FBM 2008>

1. Direct one or more Regional Vice Presidents during the summer and fall of odd-numbered years to compile ~~an electronic document a booklet and diskette~~ which contains sample letters and forms useful to Regional Vice Presidents. This information shall be distributed to all incoming Regional Vice Presidents at the new officers' session at the annual conference.
2. Update the stationery after the election in odd-numbered years, and arrange for their printing and distribution to all new officers.
3. Proofread various AMATYC publications, including AMATYC membership brochures, *AMATYC News*, Summer Institute postcard and electronic brochure, Traveling Workshop postcard, AMATYC History, conference miniprogram, and conference program. <FBM 2008>
4. Review with appropriate persons recommended changes in the AMATYC Policy and Procedures Manual and chair the periodic review of the manual at the beginning of even numbered years.
5. Remind the AMATYC leadership to provide the AMATYC office with a dated copy of all forms used as revised. A cover letter should be included describing the usage of the form and its distribution.

Liaison/Committee Duties

1. Serve as the Board liaison for AMATYC affiliate organizations.
2. Write a semi-annual news update to all affiliate presidents, to keep affiliates abreast of current information which may have an impact on them or their state.
3. Serve as chair of the Teaching Excellence Award Committee. Remind Regional Vice Presidents to elect a member for this committee during the regional meeting held at the annual conference in odd-numbered years. Secure and present the awards.

4. Direct any ~~educational resolution~~ [position statement / guidelines](#) that has not been reviewed within the past 5 years back to the appropriate committee for possible revisions.
5. Attend meetings and accompany the President and Past-President on Washington visits to contacts of NCTM, MAA, NSF, ~~MSEB/NRC~~, US Department of Education and other organizations during even-numbered years.

Duties Just Prior To End Of Term

The following duties are to be performed after the results of the election and prior to assuming the office of President.

1. Write appropriate letters notifying the supervisors of the new Board members of their election to office.
2. Request that each outgoing officer begin copying the incoming officer in that office on all routine correspondence, including e-mail, as soon as the election results are official.
3. Request that the office send [the link to the AMAATYC internal website and the copies of the AMATYC Policy and Procedures Manual](#) to newly elected officers as soon as the election results are official.
4. Request that the office send copies of the minutes of the most recent spring Board meeting to all newly elected officers before the fall Board meeting.
5. Request that the secretary send copies of the rough draft of the fall Board meeting minutes to the incoming officers as well as the ones who are continuing office.
6. Invite newly elected Board members to Board sessions at the fall meeting as visitors. Coordinate with the President to be sure incoming Board members receive copies of the fall Board agenda in advance of the meeting.
7. Contact each outgoing officer, academic committee chair, and appointee with a request that the outgoing person individually schedule time during the conference to meet with the incoming person in that position. During this meeting, all pertinent information should be turned over to the incoming person.
8. Schedule and conduct a briefing session at the conference with all incoming officers, academic committee chairs, and new appointees.

Attachment C:**5.4 Immediate Past President****Term of Office**

~~The term limit for the Immediate Past President is one full elected term in the same office (January 1 in an even numbered year to December 31 in the next odd numbered year). The President automatically succeeds the Immediate Past President at the end of the President's term. The term of office starts immediately following the end of the term as President, and continues through the end of the conference in the next odd numbered year. The Immediate Past President may not be elected as President-Elect.~~

The Immediate Past President shall be awarded a lifetime membership upon completion of that person's term as Immediate Past President. <SBM 2013>

General Duties

1. Administer the election procedures as outlined in the Policy and Procedures manual.
2. Nominate candidates for honorary membership.
3. Sign checks on the AMATYC checking account, as appropriate.
4. Accompany the President and President-Elect on Washington visits to contacts of NCTM, MAA, NSF, ~~MSEB/NRC~~, US Department of Education and other organizations during even-numbered years, as appropriate.
5. Perform all duties as outlined in the Policy and Procedures manual.

Conference Duties

1. Attend the affiliate presidents' function.
2. Attend all conference planning meetings.
3. Attend the Delegate Assembly. <FBM 2008>
4. Attend the closing general business session.

Committee/Chair Duties

1. Serve as chair of the ~~nominating~~ Nominating committee Committee.
2. Serve as chair of the Past Presidents Advisory Council.
3. Serve as chair of the Mathematics Excellence Award ~~committee~~ Committee.
- ~~4. Serve as chair of AMATYC Foundation.~~
- ~~5.4.~~ Serve on the Strategic Planning Committee.
- ~~6.5.~~ Serve as a member of the Personnel Committee.
- ~~7.6.~~ Serve as a member of the Expenditure Approval Committee.

Attachment D**5.5 Secretary****Term of Office**

The Secretary is elected to office by the membership, in accordance with the procedures detailed for the Nominating Committee. The term of office is two years, beginning ~~at the end of the conference in odd~~ January 1 in even-numbered years and end December 31 of the next odd numbered year. The term limit is three consecutive terms in the same office.

General Duties

1. Keep an accurate, permanent record of the proceedings of meetings of the association, Delegate Assembly, and Executive Board. The Secretary may request that AMATYC hire a clerical person to sit at meetings and take minutes on the computer. The Secretary would still be responsible for correcting the minutes, but not for the initial input.
2. Maintain an updated list of affiliate presidents using information provided by the Regional Vice Presidents. Notify the AMATYC Office of all changes to this list so that the office can modify the affiliate presidents' database as needed. While the Secretary maintains the master list of affiliate presidents, the office maintains the database and produces all mailing labels.
- ~~3. Forward draft copies of position statements, after review by the AMATYC Editing Director, to each affiliate president and request that these draft documents be reviewed by the affiliate membership and comments sent to the primary author of the document.~~
- 4.3. Review the listings of officers, committee chairs, and affiliate presidents (if included) in each issue of the *AMATYC News* and supply corrections to the editor and the office prior to publication.
- ~~5.4. Maintain a list of all elected or appointed AMATYC volunteers. This list should indicate the date the person's service began in that position and the date the term will end. ~~If the person has held earlier major AMATYC appointed or elected positions, those should be noted on the list, too.~~ Using this list, the Secretary shall track reappointment deadlines and notify the President when these deadlines approach. The Secretary shall also use this list to assist the President in compiling service histories to be noted on awards presented when volunteers leave office.~~
- ~~6.5. Distribute and receive all mail and e-mail ballots at the direction of the President. Report results to the President.~~
- ~~7.6. Handle routine correspondence and communications with outside agencies, as directed by the President.~~
- ~~8.7. Review the AMATYC History annually, and provide feedback to the Historian.~~
- 9.8. Post ~~both~~ the minutes of the AMATYC SPO, SBM, ~~and~~ FBM, and Delegate Assembly on the AMATYC website, beginning with the 2012 SPO minutes, and the board motions, beginning with the 1991 list of motions.

Board Meeting Duties

1. Distribute a rough draft of the Executive Board minutes within 30 days of the conclusion of the Board meeting and a final version within 60 days. Approval of these minutes should be by e-mail. The Executive Board members present and seated at an Executive Board meeting shall constitute a minutes approval committee for that meeting. The chair of the committee shall be the Secretary seated at that meeting. That individual is responsible for initiating and tracking this approval process and informing the current Secretary and President that the minutes were approved.

2. After approval of the minutes, a dated original, which includes all attachments, shall be signed by the President and the current Secretary and shall be sent to the AMATYC office to become a part of the official records of the organization. The Secretary shall maintain copies of all previous minutes of the association and provide the AMATYC Office with a set of official minutes and attachments of every meeting. The approved minutes of each AMATYC Board meeting shall be distributed in unalterable electronic format to the AMATYC leadership, including the conference committee. The President and President-Elect shall receive copies of all attachments in addition to the final minutes.
3. Using the draft minutes as a guide, compile for the President, in a who, what, and when format, a list of Board members assignments at the conclusion of each Executive Board meeting.
4. Based on the Board meeting minutes, assist the President with the Delegate Assembly agenda by providing a list of items to be included in the agenda. Prepare supplemental delegate materials as directed by the President.
5. From the official minutes and the assistance of others as assigned by the President, compile an addendum for the Policy and Procedures Manual after each Board meeting. The addendum will consist of all changes that were approved by the Executive Board along with page numbers and placement information for the changes. Forward the addendum to the President-Elect, Treasurer, Conference Coordinator, and Executive Director for review before electronic publishing_ ~~and distribution to all Policy and Procedures manual holders.~~ For the first revision before the change of offices, the President-Elect shall assist the Secretary with the Policy and Procedures manual revisions.

Delegate Assembly Duties

1. Maintain an updated list of delegates using information provided by the Regional Vice Presidents. Notify the AMATYC Office of all changes to this list so that the office can modify the delegates' databases as needed. While the Secretary maintains the master list of delegates the office maintains all databases and produces all mailing labels.
2. Be responsible for all matters in connection with the Past-Presidents of AMATYC being members of the Delegate Assembly.
- ~~3. Distribute Post on the website delegate packets containing the Delegate Assembly agenda and other materials as specified by the President to all delegates at least six weeks 30 days prior to the annual meeting of the Delegate Assembly. Prior to this distributionposting, the Secretary shall copy-send the master list of delegates and affiliate presidents to the Regional Vice Presidents and they shall certify that the list is correct and complete. The Secretary shall also certify that the office's delegate and affiliate president databases are accurate prior to the production of mailing labels for the delegate packets.~~
- 4.3. _____ Prepare delegate ballots which contain four generic ballots to be used for action items listed on the agenda, and an information verification form. Give these ballots to the Regional Vice Presidents for distribution to their delegates prior to the Delegate Assembly meeting. Vice presidents will assist in collecting ballots and two Vice presidents and a delegate will serve as tellers to count ballots, as needed. *<FBM 2008>*

- | ~~5.4.~~ See that delegate attendance at Delegate Assembly is verified. This is to ensure that only those with voting privileges actually vote at the Delegate Assembly.
- | ~~6.5.~~ Record minutes of the Delegate Assembly and supply a draft copy of the minutes to the Delegate Assembly Minutes Approval Committee.
- | ~~7.6.~~ Ensure that a signed set of official Delegate Assembly minutes is sent to the AMATYC office after approval by the Delegate Assembly Minutes Approval Committee.

Conference Duties

1. Attend and record attendance at the affiliate presidents' function.
2. Attend and record the minutes of the Closing/General Business Session. Distribute these minutes with the minutes of the Fall Board meeting.

ATTACHEMENT E:

5.6 Treasurer

Term of Office

The Treasurer is elected to office by the membership, in accordance with the procedures detailed for the Nominating Committee. The term of office is four years beginning on January 1 of the even year and ending four years later on December 31, ~~two years, beginning at the end of the conference in odd-numbered years~~. The term limit is two~~three~~ consecutive terms in the same office.

Guidelines for Personnel Change

The following are guidelines for transferring the activities and equipment associated with the AMATYC Treasurer's position when a new treasurer takes office.

- ~~1. The budget for the the first year and the last year of the term of Treasurer should reflect additional funds needed for the transition.~~
- ~~2.1. The budget in the last odd years should reflect travel expenses for both treasurers to arrive at the conference one full day earlier than usual for training purposes.~~ The budget in the first seven years should reflect travel expenses for the newly elected treasurer to attend an orientation at the AMATYC office.

General Duties

The office will assist the Treasurer with many aspects of the duties of the position, so it will be important for the Treasurer, Executive Director ~~of Office Operations~~, and the office staff to work closely together.

1. Update the Financial Policies section of the "AMATYC Policy and Procedures Manual" after each Board meeting by reviewing the addendum prepared by the Secretary. Other changes that do not require Board approval should be sent to the Secretary for inclusion in the addendum.
2. Annually, the Executive Director ~~of Office Operations~~, in consultation with the Treasurer, the Accounting Director and Legal Advisor, reviews the adequacy of the insurance policies and brings recommendations for any adjustments to the Board. A review of insurance coverage is included in the Treasurer's report at the Spring Board Meeting.
3. Present an overview of AMATYC's insurance coverage at the Strategic Planning Orientation, and briefly explain how the coverage impacts the Board.
4. Proofread and verify any financial reference in all AMATYC publications and forms, including the membership brochure.
5. Regularly notify AMATYC leadership on policy for reimbursement.
~~— Perform all duties as outlined in the Policy and Procedures Manual.~~
6. Chair the Tax Review and Audit Committee
7. Chair the Finance Committee
8. Serve on the Investment Committee of the AMATYC Executive Board

9. Serve on the Foundation Board~~6.~~10. Serve on the Investment Committee of the Foundation Board**Financial Duties**

1. Coordinate the maintenance of all financial records, funds, receipts, approve disbursements of the association, and keep accurate records of the same.
2. Coordinate with the office, the preparation and presentation of a written financial report at each regular business meeting and each Executive Board meeting; the Delegate Assembly Treasurer's report should include a summary of the previous fiscal year report.
3. Prepare an annual organizational budget and present it to the Executive Board at the spring Board meeting with final approval at the fall Board meeting.
4. Obtain approval of the Executive Board or designee for expenditures that exceed budget items.
5. Secure Board approval for expenditures for the six months prior to any Board meeting, for the periods March through September and October through February through a motion at the spring and fall Board meetings.
6. Prepare the annual conference budget to ensure a surplus each year for AMATYC operations and project spending for the future stability of AMATYC.
- ~~7.~~ Maintain AMATYC Investments, currently held at Morgan Stanley in accordance with AMATYC investment policy. The AMATYC Treasurer, with direction from the AMATYC Investment Committee may direct Morgan Stanley investment advisor to reallocate the AMATYC funds within the Morgan Stanley AMATYC General Investment Fund (a.k.a. Fund 1) and the AMATYC Foundation Fund (a.k.a. Fund 2). according to the guidelines stated in AMATYC investment policy. However, in order to withdraw any funds from either of the two AMATYC investment accounts, a written request signed by any two of the following officers is required: President, President-Elect, Treasurer, and Past-President. Maintain AMATYC Savings, currently deposited with Smith Barney. It is recommended that Certificates of Deposit be maintained, with maturity dates spaced approximately every three months for ease of liquidity and for safely maximizing returns. In addition, it is recommended that at least \$30,000 be maintained in the Smith Barney money market fund. Such funds are immediately obtainable, yet earn interest. The AMATYC Treasurer, under current AMATYC Policy, is free to move the AMATYC funds around within the Smith Barney accounts within the guidelines stated above. However, in order to withdraw these funds, a written request signed by two of the following officers is required: President, President Elect, Treasurer, and Past President.
- ~~8.~~7. Review the Morgan Stanley~~Smith Barney~~ statement monthly for accuracy of record keeping.
- ~~9.~~8. Review the Cash Disbursement Journal monthly to check for accuracy.
- ~~10.~~9. Receive the bank statement and ~~cancelled checks~~associated documents, and review the checking account monthly.
- ~~11.~~10. Review checking account records and determine if current services are meeting the needs of the organization. A recommendation to the Board should be made when a change is needed. It is recommended that at least \$40,000 be maintained in this account. Since two signatures are required to withdraw money from Morgan Stanley~~Smith Barney~~, the Treasurer must be sure to maintain enough money in a checking account to pay bills. The Treasurer may allow registration monies for the annual conference to accumulate in the checking account until the bills of the conference have been paid. Checks for more than \$10,000 need require two signatures of the following: President, President-Elect, Past-President, Executive Director ~~of Office Operations~~, or

Treasurer. If the Executive Director is a signee, the Treasurer cannot provide the second signature.

- ~~12.~~11. Ensure that three financial reports are filed with governmental agencies. The first report is Form 1099 which must be filed with the IRS and provided to any individual to whom AMATYC has paid over \$600 for services performed. This form must be filed by January 31. The second report is the IRS Form 990, which is to be filed by the 15th day of the 5th month after our accounting period ends. An extension of this filing may be required by the AMATYC auditor and, if so, the auditor will file the extension with the IRS on behalf of AMATYC. Such extension is automatically granted by the IRS and does not impact the organization in any negative manner). Currently, the AMATYC fiscal year is a calendar year, running from January 1 to December 31. The third report is the form and filing fee to be filed with the New York State Department of Law Charities Bureau as soon as the IRS form 990 is completed. A copy of the sworn statement to be filed by the Accounting Director, once it has been notarized, is available from the office. This form, a copy of ~~our~~ the IRS form 990, and currently a ~~check payment of for~~ \$~~100~~250.00 are sent to New York State Department of Law, Charities Bureau, 120 Broadway, New York, New York 10271. The fourth form is the Renewal of Registration of a Charitable Organization sent to the State of Tennessee annually with a payment of \$300.
- ~~13.~~12. All income for AMATYC and the AMATYC Foundation (which is a Committee of AMATYC) is sent to the AMATYC office, which is responsible for logging its receipt, making copies of all checks, retaining records of all other forms of receipt of funds such as debit or credit cards, preparing journal entries to update the general ledger, doing all accounting and updating of all databases affected. A monthly case disbursement journal report is sent to the Treasurer. The Treasurer receives a copy of all financial statements and reconciles them to the income designation worksheet received from the office.
13. Prepare any grant related financial reports, with the assistance of the office staff.
14. Act as a signatory on all AMATYC financial accounts as appropriate. Serve as a member of the Expenditure Approval Committee.
- ~~14.~~15. Chair the Tax Review and Audit Committee

Reimbursement Procedure

1. The Treasurer receives all requests for reimbursement, except for routine bills that the Treasurer may pre-approve. These exceptions are referred to as office check disbursement forms, and are sent to the Treasurer for review after the check has been issued.
2. All requests should be accompanied by appropriate documentation and should be signed and dated. It is recommended that reimbursement request forms (available from the Treasurer, the AMATYC internal website, or the AMATYC office) accompany requests for reimbursement. However, should appropriate documentation (statements, bills, receipts, etc.) accompany the request and be approved in writing by the appropriate budget manager, the Treasurer, at his/her discretion, may authorize the check to prevent unnecessary delays in payment. Reimbursement forms and appropriate documentation may be submitted to the Treasurer electronically or by sending paper documents. Authorization for payment from an individual e-mail or FAX is acceptable. Copies of these authorizations should be attached to the other documentation. It is frequently necessary for the Treasurer to change the account numbers that the person requesting reimbursement uses as others are not familiar with neither the accounting system nor the account numbers which they manage. The Treasurer may also need to make adjustments to the

reimbursement request. When this occurs, the Treasurer must notify the person submitting the request of the changes prior to submitting the documentation to the Accounting Director for payment.

2.

3. When approval is granted for reimbursement requests (other than office check disbursement forms), the Treasurer will forward a copy of the reimbursement form and the AMATYC Check Disbursement Form (with part I completed) to the office. The Treasurer keeps the rest of the documentation for the reimbursement until such time as it can be transported to the office for filing.
4. The office staff prepares the check; and completes part II of the AMATYC Check Disbursement Form, ~~and give the check and the disbursement form to the Executive Director of Office Operations.~~
5. The Executive Director ~~of Office Operations~~ signs the check and completes part III of the disbursement form. The white copy of the check is used by the office for accounting purposes. The office mails the original of the check to the recipient.
6. Ensure that all disbursements are within budget. Otherwise, approval by the Expenditures Approval Committee is required.

Yearly Timeline

January

- Coordinate the preparation of the final financial report for previous year's conference before the Spring Board meeting.
- Prepare updated reimbursement form using current year IRS mileage rate and provide to office for posting on the internal website and send to appropriate AMATYC leaders.
- In odd years, use the Consumer Price Index – All Users to calculate dues increases. Include this information in the spring Board agenda for Board consideration.
- Begin budgetary process for next year - January 15.

February

- In preparation for next year's budget, consult all budget managers.
- Prepare an article for the AMATYC News announcing dues increase in even-numbered years if appropriate.

March

- Have the auditor prepare the IRS Form 990, in conjunction with the AMATYC Office. (based on auditor's availability, this may be delayed until May when an IRS extension is filed)
- Have the office prepare the NYS Form and include a copy of the IRS 990 with it.
- Complete-Continue to develop the budget proposal for next year

April

- Submit next fiscal year proposed budget for Executive Board review at the spring Board meeting.
- Submit a ~~final~~ preliminary financial report for previous year at spring Board meeting.

November or December

- Submit balanced budget proposal to Board for next year for adoption during fall Board meeting - October/November.
- After budget has been approved, send notices to all budget managers of their budgetary allotment. Also send a current reimbursement form.
- Submit final audited financial report for previous year at the Fall Board Meeting.

Conference Duties

1. Review all conference contract proposals and contracts and make suggestions to the Conference Coordinator.
2. Bring a copy of the hotel contract to the conference for reference.
3. Approve the design of the registration form for the annual conference.
4. Together with the Conference Coordinator, arrange the master account with the appropriate conference facilities (e.g. hotel, convention center) with signatory rights given to the President, Executive Director ~~of Office Operations~~, Conference Coordinator, and Treasurer. All AMATYC leadership and guests entitled to single room reimbursement should be placed on the master hotel account for room and tax only. Single room rate only will be placed on the mast hotel account. If there is a difference in cost of a single and double room guest is expected to pay the difference.
- 4.5. Together with the Conference Coordinator, verify ~~Verify~~ that the proper number of complimentary rooms is credited to AMATYC's account.
6. Review the Meeting Event Guide with the President, the Conference Coordinator, and the Executive Director during its creation.
7. Meet with the hotel personnel, President, Conference Coordinator, and Executive Director at the beginning of the conference to review the Meeting Events Guide.
5. ~~Attend a meeting with hotel personnel, the President, Executive Director of Office Operations, Conference Coordinator, and the Local Events Coordinator to review the hotel's resume.~~
- 6.8. ~~Together with the Executive Director ~~of Office Operations~~ and the Conference Coordinator, meet with the hotel staff regarding payment of the bill at the beginning and conclusion of the conference.~~
- 7.9. ~~Notify persons eligible for conference reimbursement (including breakfast and keynote speakers) of the specific policies and procedures.~~
- 8.10. In odd-numbered years, conduct ~~Attend~~ a meeting with academic committee chairpersons, editors, and other budget managers to discuss financial policies.
9. ~~Be available during peak registration times when possible to handle any registration and membership related problems.~~
- 10.11. Attend Delegate Assembly. <FBM 2008>

11.12. Give Treasurer's report at the Delegate Assembly and the Closing/General Business Session.

12.13. Prepare a financial report on the conference for the spring Executive Board meeting.

5.7 Regional Vice-President

Term of Office

The Regional Vice-President is elected to office by the membership, in accordance with the procedures detailed for the Nominating Committee. The term of office is two years, beginning January 1st after election. The term limit is three consecutive terms in the same office.

If a Regional Vice-President is no longer a member of the region he/she represents, he/she must resign. If a Regional Vice-President moves from his/her region, the process of filling a vacancy in the position of Regional Vice President is:

If the ballots have been mailed for the next election, wait and appoint the Regional Vice-President-elect to serve the remainder of the term. Otherwise, the AMATYC President appoints a replacement after input from the regional affiliate presidents. In both cases Board approval is needed. [<SBM 2009>](#)

General Duties

6. Incoming Regional Vice Presidents are encouraged to attend any part of the Fall Executive Board meeting, if possible, and must attend an orientation session during the conference to be briefed for the coming term.
7. The incoming Regional Vice President will be furnished with the following information:

A directory of delegates and campus representatives within the region.

~~The packet~~ [Access to](#) ~~of~~ sample letters and forms assembled by the Regional Vice Presidents, as well as a copy of major and regular correspondence used within the region during the term of office.

All records relating to the region.

8. The Regional Vice President will:

Promote and coordinate the activities of the association by:

Furnishing the nominating committee with the names of possible candidates for officers of AMATYC.

Soliciting advertising, reviewers, and articles for the *MathAMATYC Educator*.

Sharing pertinent information and newsletters with Executive Board members.

Serve as liaison for any assigned committee, coordinator, editor, or director.

Attend meetings of the liaison assignment at [the](#) Conference.

Communicate with liaison assignment on a regular basis.

Remind liaison assignment to turn in Board reports, *AMATYC News* articles.

Present motions on behalf of liaison assignment.

Report Board actions back to liaison assignment.

Represent AMATYC at meetings.

Represent AMATYC on projects with other organizations.

Perform all duties as outlined in the Policy and Procedures manual.

Board Meeting Duties

1. Send in reports to the President for agenda book by deadline.
2. Solicit items for the agenda from affiliates and liaison assignments.

3. Prepare motions as needed.
4. Read agenda book.
5. Handle special assignments designated by the President.
6. Participate on committees.

Delegate Assembly Duties

1. Appoint and support state/province delegates

Appointment

In the spring of even-numbered years, update the list of the names and the number of two-year colleges by state and province. The state count of two-year colleges will use the most current numbers from the Chronicle of Higher Education list of public two-year and private not-for-profit two-year colleges. Forward the list by August 1 to the President for inclusion in the Fall Board Meeting agenda for approval at the Board meeting. These numbers determine the number of state/province delegates for each state/province for the two years following the Board meeting.

In the spring of odd-numbered years, appoint at least two state/province delegates from each state and province by April 1 per the bylaws.

Support

Write to the delegates' immediate supervisor and his/her president to announce the appointment.

Help delegates develop and maintain [a](#) list of campus representatives

Furnish delegates with information which can be passed on to

the campus representatives. This would include, but not be limited to, such things as conference flyers, membership application forms, ~~constitutions and~~ bylaws, President's reports, upcoming position statements, and other information for the Delegate Assembly as it becomes available.

Send letters to prospective state/province delegates outlining their duties ~~and to their colleges' administrators requesting funds for the delegates to travel to the annual conference.~~

2. Support affiliate delegates

In the spring of even-numbered years, determine the number of affiliate members who are also AMATYC members for each affiliate, effective June 30, and send these numbers to the President for inclusion in the Fall Board Meeting agenda for approval at the Board meeting. These numbers are used to determine the number of affiliate delegates for the two years following the fall Board meeting in even-numbered years.

After the Fall Board Meeting in even-numbered years, notify each affiliate of the number of delegates to which the affiliate is entitled for the next two years, and request that the affiliate make the appointments and forward the names to the Regional Vice President.

3. Report and recruit delegates

By September 1 each year, send the Secretary a current list of state/province and affiliate delegates including affiliate presidents. The Secretary shall use this list in mailing out all Delegate Assembly materials.

Verify that the "Call for State and Province Delegates" is published in Issue #4, articles due August 15 of the *AMATYC News* during even-numbered years.

4. Assist during the Delegate Assembly

Assure that delegate ballots, and information verification forms are distributed to delegates prior ~~opening of the toto~~ the opening of the Delegate Assembly.

Collect information verification forms at the Delegate Assembly and give the forms to the Secretary before leaving the Delegate Assembly. These forms are used to update the delegate database and to record attendance for the Delegate Assembly.

Assist in collecting ballots at the Delegate Assembly.

Turn in to the AMATYC Office personnel region signs, left-over delegate ribbons if possible, and other materials that are stored for the next conference.

Conference Duties

- Assist the conference program committee in this capacity:

Submit to the Program Coordinator the names of persons who are effective speakers.

Assist the Program Coordinator and Local Events Coordinator at the annual conference in whatever ways they deem necessary to insure a successful conference.

- When the annual conference is in the Regional Vice President's region, develop a mailing list of department chairs for colleges within a reasonable driving distance of the annual conference. The AMATYC Office will send specially developed conference information to everyone on the list for distribution to adjunctsall instructors.
- The Regional Vice President in whose region the AMATYC annual conference will occur should attend the affiliate meeting of the host affiliate preceding the conference. In the case of multiple host affiliates, the Regional Vice President will determine which one to visit under this policy. Travel for this visit is reimbursed outside of the normal travel budget for that Regional Vice President in that year.

- Be visible during the conference in the following ways:

Be available in the registration areas at peak times to welcome conference attendees from his or her region.

Greet, meet, and interact with as many attendees as possible, particularly those who are attending by themselves.

Attend the opening session and breakfast session.

Attend, chair or preside at sessions as assigned by the President.
(Normally, VPs do not present sessions at the Conference unless requested to do so by the President.)

Attend all social functions sponsored by AMATYC.

- Chair a regional meeting of all registrants from the region.

Develop or revise agenda or other communication for the regional meeting, and bring copies to the conference for distribution.

Discuss any position statements that are being discussed at the Delegate Assembly.

In odd-numbered years, select a representative to serve on the Teaching Excellence Award Committee.

In odd-numbered years, select one affiliate president, one delegate (who is not an affiliate president), and one member-at-large as the region's slate of candidates for the Nominating Committee. a regional member to serve on the next nominating committee.

In even-numbered years, select a regional representative to serve on the Mathematics Excellence Award Committee.

Solicit nominations for both the Teaching Excellence Award (given in even-numbered years), and the Mathematics Excellence Award (given in odd-numbered years.)

Publicize next year's AMATYC conference and encourage attendees to visit the AMATYC website to submit proposals or volunteer to serve as presiders.

- Attend the meeting or luncheon held during the annual conference with the President-Elect and the affiliate presidents.
- Be alert for potential exhibitors.

Affiliate Duties

- Communicate with regional leaders and members via e-mail lists and/or regular mail.
- Help build AMATYC membership in affiliates.
- Join affiliates.
- Try to visit each affiliate at least once during the two-year term.
- ~~Solicit affiliate membership grant proposals.~~
- Collect items from affiliates for *AMATYC News*:
 - such as nNews, meetings, change in officers
 - ~~Cull affiliate newsletters or websites for news~~
 - ~~Send edited regional news to the AMATYC News editor~~
- Encourage members to submit proposals to present and/or preside at the conference.
- Write articles for affiliate newsletters.
- Work with affiliate presidents:

Solicit input from affiliates concerning Board meeting agenda items.

Send a summary of Board meeting actions that pertain to affiliate presidents.

Remind affiliates of any upcoming deadlines.

- Attempt to obtain affiliates in states where none exist.

Membership Duties

- Organize an annual membership drive that includes:

Update prospective members and college lists ~~using the printouts, diskettes or e-mail attachment~~ provided by the office at the conference and the Spring Board meeting, or upon request. Corrections, additions, and deletions should be made on the reporting form file and sent to the office by March 1 and September 1 or on a quarterly basis.

Collection of a sound database including two- and four-year colleges, all two-year college full-time mathematics faculty, four-year college faculty who are most interested in and/or most responsible for freshman/sophomore level mathematics courses. List by college as well as by addresses (including street addresses).

Development of this database should be done by Regional Vice President with support from the delegates or other sources.

Updating by campus representatives; this updating should be every two years.

Membership drive should include an effort to gain new institutional members.

- Promote new individual and institutional memberships in the following ways:

Arrange for AMATYC brochures and materials, which are available from the office, and letters of invitation to membership to be placed into every packet for attendees at affiliate meetings.

Write articles and editorials for affiliate newsletters to keep the AMATYC name before two-year college mathematics faculty.

Keep in touch with delegates.

Identify key people and solicit their help.

Send letters and brochures to affiliate members who are not AMATYC members.

Encourage the inclusion of AMATYC membership forms in affiliate

newsletters. The most current membership form can be obtained from the office.

- ~~Organize an annual membership drive that includes:~~
 - ~~Collection of a sound database including two- and four-year colleges, all two-year college full-time mathematics faculty, four-year college faculty who are most interested in and/or most responsible for freshman/sophomore level mathematics courses. List by college as well as by addresses (including street addresses).~~
 - ~~Development of this data base should be done by Regional Vice President with support from the delegates or other sources.~~
 - ~~Updating by campus representatives; this updating should be every two years.~~
 - ~~Membership drive should include institutional members.~~

Yearly Timeline

January

- Set up electronic mailing for affiliate presidents, state and affiliate delegates, campus representatives, AMATYC members and possibly prospective members
- Collect affiliate future conference/Board meeting dates
- Send reminder to region about the February 1 conference proposal deadline

February

- Send Board report(s), motions, etc. to President by due date
- Solicit items for the *AMATYC News* (due March 1)
- Remind liaison assignment to submit reports to President on time with a copy to the liaison
- Make airline reservations, if needed, for the Spring Board meeting

March

- Review the first draft of the *AMATYC News* and send corrections to *AMATYC News* liaison
- Talk with liaison assignment about their reports in order to be prepared to answer questions at the Spring Board meeting

April

- Communicate with liaison assignment to determine where you can call them, if necessary, when the Board is meeting
- Attend Spring Board meeting
- Appoint state delegates in odd-numbered years. (Solicit suggestions from affiliate presidents in order to provide for as much diversity as possible)
- Notify state delegates' supervisors of their appointment

May

- Solicit items for the *AMATYC News* (due June 1)
- Communicate with delegates to determine if they would like a letter sent to their supervisor
- Send letters as necessary if they were not sent in April
- E-mail to regional members highlights of the Spring Board meeting
- ~~Make hotel reservations for fall conference~~

June

- Obtain from the affiliate presidents in the region a list of affiliate members.
- Obtain from the AMATYC office a list of AMATYC members who are members of the VP's region.
- In even years, count the number of members in each affiliate who are also members of intersection of AMATYC, and affiliate members. to set This is to determine the affiliate delegate count for the annual Delegate Assembly. Report the number of overlapping members to the office.
- ~~Receive membership report from the AMATYC office~~
- ~~Count and report on number of members in each state, province, or territory in even-numbered years~~
- Review the first draft of the *AMATYC News* and send corrections to *AMATYC News* liaison

July

- Send budget projections for use of VP funds to the Treasurer

August

- Solicit items for the *AMATYC News* (due August 15)
- Send affiliate and state delegate names, addresses, etc. to the Secretary (due September 1)

September

- Send Board report(s), motions, etc. to President by due date
- Remind liaison assignment to submit reports to President on time with a copy to the VP liaison
- Make airline reservations, if needed, for the Fall Board meeting and conference
- Send in conference registration
- Remind delegates to attend the Conference
- Send letters requesting support to delegates' supervisors (with miniprogram)
- Review the first draft of the *AMATYC News* and send corrections to *AMATYC News* liaison

October

- Communicate with prospective attendees about conference highlights and indicate any regional representatives that will be elected at the regional meeting

November

- Plan regional meeting including an attendee information collection form, request for information, interest in being more involved in AMATYC. Consider a door prize, method of presenting information, agenda and position statements under consideration
- Solicit items for the *AMATYC News* (due November 27)

December

- E-mail to regional members highlights of Fall Board meeting
- Note that December 15th is the cutoff for reimbursement from AMATYC

ATTACHMENT G Regional Representatives and Members at large

Terms end EOC 2015

Name of Committee: Developmental Math Committee

Name of Committee Chair: Linda Zientek

Liaison: Margie Hobbs

Regional Representatives and Members-At-Large

- A. Central Region: Loye Henrikson lhenrikson@sfccmo.edu
State Fair Community College Sedalia, MO
- B. Mid-Atlantic Region: Bill Coe william.coe@montgomerycollege.edu
Montgomery College, Montgomery County Maryland
- C. Midwest Region Vasu Iyengar vasu.iyengar@mcc.edu
Mott Community College, MI
- D. Northeast Region Geoffrey Akst gakst@nyc.rr.com
Borough of Manhattan Community College/City University of New York
- E. Northwest Region Carren Walker cwalker@clark.edu
Clark College, WA
- F. Southeast Region Richard Leedy rleedy@polk.edu
Polk State College, FL
- G. Southwest Region Mel Griffin mel.griffin@waldenu.edu
Walden University (Mel is a past-president of TexMATYC & TCCTA
and assisted as a TexMATYC Board member with the AMATYC
Southwest Regional Conference)
- H. West Region Eric Matsuoka eric.matsuoka@hawaii.edu
Leeward Community College, HI
- I. Member At-Large Sharon Sledge sharon.sledge@sjcd.edu
San Jacinto College Pasadena, TX
- J. Member At-Large Kathy Almy k.almy@rockvalleycollege.edu
Rock Valley College Rockford, IL
- K. Member At-Large Jack Rotman rotmanj@lcc.edu
New Life Subcommittee Chair
Carnegie Pathways Liaison
Lansing Community College, MI

ATTACHMENT G Regional Representatives and Members at large

Name of Committee: Division/Department Issues

Name of Committee Chair: Sean Simpson, Westchester Community College

Liaison: Jane Tanner

Regional Representatives and Members-At-Large

- A. Central Region: Henry Zwick, USU – Eastern (College of Eastern Utah), henry.zwick@ceu.edu
- B. Mid-Atlantic Region: Christine Mirbaha, Community College of Maryland, Baltimore County, cmirbaha@ccmdbc.edu
- C. Midwest Region: Judy Giffin, Rhodes State College, giffin.j@rhodesstate.edu
- D. Northeast Region: Steve Krevisky, Middlesex CC, skrevisky@mxcc.commnet.edu
- E. Southeast Region: Cheryl Keeton, Wake Technical Community College, ckeeton@waketech.edu
- F. Southwest Region: Ron Hammond, Blinn College, rhammond@blinn.edu

At-large Representatives:

Judy King, NHTI, jking@ccsnh.edu

Scott Saunders, Baltimore City Community College, sjsaunders@bccc.edu

Fary Sami, Harford Community College, fsami@harford.edu

ATTACHMENT G Regional Representatives and Members at large

Name of Committee: Innovative Teaching and Learning Committee (ITLC)

Name of Committee Chair: Fred Feldon

Liaison: Nancy Rivers

Regional Representatives and Members-At-Large

- A. Central Region: Dan Petrak dgpetrak@dmacc.edu
- B. Mid-Atlantic Region: Kristyanna Erickson kerickson@cecil.edu
- C. Midwest Region : Kelly Erin kellye57@morainevalley.edu
- D. Northeast Region: George Hurlburt hurlburt@corning-cc.edu
- E. Northwest Region: Lorinda Fattic lfattic@alaska.edu
- F. Southeast Region: Andrea Hendricks andrea.hendricks@gpc.edu
- G. Southwest Region: Frank Wilson frank.wilson@cgcmail.maricopa.edu
- H. West Region: Barbara Illowsky illowskybarbara@fhda.edu
- I. At-Large: Cal Stanley cstanley@pima.edu

ATTACHMENT G Regional Representatives and Members at large

Name of Committee: **Math Intensive Committee**

Name of Committee Chair: Sandy Poinsett

Liaison: Jim Ham

Regional Representatives and Members-At-Large

- A. Central Region: Carol Tracy, Highland CC, cltracy@highlandcc.edu
- B. Mid ~~Atlantic Region~~ College of Southern Maryland, susanst@csmd.edu
- C. Midwest Region: Paul Drelles, West Shore CC, pgdrelles@westshore.edu
- D. Northeast Region: Alexander Atwood, Suffolk County CC, atwooda@sunysuffolk.edu
- E. Northwest Region: Scott Peterson, Oregon State University, speter@math.oregonstate.edu
- F. Southeast Region: Alice Pierce, Georgia Perimeter College, Alice.pierce@gpc.edu
- G. Southwest Region: Light Bryant, Light.Bryant@azwestern.edu
- H. West Region: Eric Hutchinson, College of Southern Nevada, Eric.Hutchinson@csn.edu
- I. Robert Cappetta, College of DuPage (representative at large) cappetta@cod.edu
- J. Jeremy and Vanessa Coffelt, Blinn College,(representatives at large) Jeremy.coffelt@blinn.edu,
vanessa.coffelt@blinn.edu

ATTACHMENT G Regional Representatives and Members at large

Name of Committee: Mathematics for AAS Programs

Name of Committee Chair: Ned W. Schillow

Liaison: Ernie Danforth

Regional Representatives and Members-At-Large

- A. Central Region: Joe Gallegos, joe.gallegos@slcc.edu
- B. Mid-Atlantic Region: Teri Figarola, tfigarol@dtcc.edu
- C. Midwest Region: Vacant
- D. Northeast Region: Patricia Hirschy, phirschy@acc.commnet.edu
- E. Northwest Region : Stefan Baratto, sbaratto@clackamas.edu
- F. Southeast Region: Jonathan Shands, jwshands42@mail.cfcc.edu
- G. Southwest Region: Vacant
- H. West Region: Froozan Afiat, Froozan.Afiat@csn.edu
- I. At Large: Stephanie Krehl, slkrehl@midsouthcc.edu

ATTACHMENT G Regional Representatives and Members at large

Name of Committee: Placement and Assessment

Name of Committee Chair: Behnaz Rouhani

Board Liaison: Liz Hylton

Regional Representatives and Members-At-Large

A. Mid-Atlantic Region: Christine Mirbaha, CC of Baltimore County, MD cmirbaha@ccbcmd.edu

B. Midwest Region: Michelle Younker, Terra State CC, OH myounker@terra.edu

C. Northeast Region: Lucio Prado, Borough of Manhattan CC, NY lprado@bmcc.cuny.edu

D. Southeast Region: Cheryl Hawkins, Greenville Tech C, SC Cheryl.Hawkins@gvltec.edu

E. West Region: MaryAnne Anthony, Santa Ana College, CA Anthony_MaryAnne@sac.edu

F. Southwest Region: Khaled Kassem, UNM Valencia Campus, NM khaled@unm.edu

Member At-Large - Connie Buller (past chair of the PAC), Metropolitan CC, Omaha, NE CBuller@mccneb.edu

Member At-Large – Beth Edmonds (immediate past chair of the PAC), Johnson County CC, Overland Park, KS bedmond3@jccc.edu

ATTACHMENT G Regional Representatives and Members at large

Name of Committee: RMEYTC: Research in Mathematics Education for Two-Year Colleges

Name of Committee Chair: April Strom

Liaison: Nicole Lang

Regional Representatives and Members-At-Large

A. Central Region: Irene Duranczyk (duran026@umn.edu)

B. Mid-Atlantic Region: Amber Rust (aahrust@gmail.com)

C. Midwest Region: Vilma Mesa (vmesa@umich.edu), Keith Nabb (At-Large Representative, nabb@morainevalley.edu)

D. Northeast Region: Claire Wladis (profwladis@gmail.com)

E. Northwest Region: Ann Sitomer (asitomer@pcc.edu), Mark Yannotta (At-Large Representative, marky@clackamas.edu)

F. Southeast Region: John Smith (jtsmith2@pstcc.edu),

G. Southwest Region: Vacant (note that April Strom is from Southwest Region) (april.strom@scottsdalecc.edu)

H. West Region: Vacant, but since we have 2 at-large representatives, we are not searching to fill this vacancy.

ATTACHMENT G Regional Representatives and Members at large

Name of Committee: AMATYC Statistics Committee

Name of Committee Chair: Mary DeHart

Liaison: Kathryn Kozak

Regional Representatives and Members-At-Large

Central Region: Mark Monroe - Mark.Monroe@iavalley.edu

Mid ~~Atlantic~~ Region: Brooke Orosz - borosz@essex.edu

Midwest Region: Michelle White - mswhite@terra.edu

Northeast Region: Mary Moynihan - mmoyniha@capecod.edu

Northwest Region: None

Southeast Region: Martha Goshaw - mgoshaw@aol.com

Southwest Region: - Lynette Kenyon - lkenyon@collin.edu

West Region: None

ATTACHMENT G Regional Representatives and Members at large

Name of Committee: Teacher Preparation

Name of Committee Chair: Andy D. Jones, jonasad@pgcc.edu

Liaison: Don Fahringer, VP Mid-Atlantic Region

Regional Representatives and Members-At-Large

A.	Central Region	Mark Kuhlman	mkuhlman@caspercollege.edu
B.	Mid-Atlantic Region	Ruth Collins	lv2fly@comcast.net
C.	Midwest Region	Judith Sallee	jsallee@harpercollege.edu
D.	Northeast Region	Michelle Doucette	doucettm@sunyocc.edu
E.	Northwest Region	Peter Wildman	peter.wildman@spokanefalls.edu
F.	Southeast Region	Anthony Piccolino	piccolia@palmbeachstate.edu
G.	Southwest Region	Laura Watkins	laura.watkins@gccaz.edu
H.	West Region	Mary Beard	mbeard@hawaii.edu
	At-Large:	Kendall Jacobs	kjacobs@caspercollege.edu
	Lorinda Fattic	lfattic@alaska.edu	

ATTACHMENT H

ITLC description in PPM

Current:

9.6.3 Innovative Teaching and Learning <FBM 2008>

This committee will discuss classroom instructional techniques, including distance learning, technology in the classroom, active learning, and other similar topics.

Proposed:

9.6.3 Innovative Teaching and Learning <FBM 2008>

The goals of the Innovative Teaching and Learning Committee are to: (1) Identify and examine issues that pertain to effective teaching and learning, distance learning and technology in education as they relate to two-year college mathematics students, faculty, programs and curricula; (2) Facilitate sharing and networking on crucial issues, ideas, and current practices in traditional, hybrid, distance and active learning; (3) Develop criteria for evaluating data, software, and internet resources; (4) Share demonstrably effective ways to implement these resources; and (5) Maintain and update position papers on effective teaching and learning.

ATTACHMENT I:

**COVER SHEET for the
POSITION STATEMENT on
THE APPROPRIATE USE OF INTERMEDIATE
ALGEBRA AS A PREREQUISITES COURSE**
Submitted by the Developmental Mathematics Committee

✓	Activity	Anticipated Date
	Concept Approved by the AMATYC Board	SBM 13
	First Review by the AMATYC Editing Director	Summer 2013
	Board Review, votes to endorse the spirit of the position statement	FBM 13
	Input Hearing	Anaheim Conference 2013
	Sent by President-Elect to affiliate presidents	By January 15, 2014
	Board Review, votes to endorse the position statement	SBM 14
	Second Review by AMATYC Editing Director	Spring 2014
	Professional Editing	Late 2014
	Board Review, votes to endorse the position statement in spirit or as published	FBM 14
	Final Hearing	Nashville Conference 2014
	Delegate Assembly Approval	Nashville Conference 2014
	Professional Editing and Review by Editing Director	Late 2014

Contact Information

Chair: Linda Zientek (lrzientek@shsu.edu)

Sam Houston State University

Department of Mathematics and Statistics

Huntsville, Texas 77341

Intended Purpose

- To provide a statement for the appropriate use of intermediate algebra. This supports the development of alternative pathways through developmental mathematics.

What need does this position statement address?

This position statement addresses the need for support for developmental mathematics educators who wish to offer mathematics pathways that do not include the traditional intermediate algebra course, when appropriate.

What is the rationale for the position statement?**Rationale**

The prerequisites should provide a foundation for optimal student success. The content of a mathematics course should determine the prerequisite level of mathematical literacy, skills, and knowledge necessary for successful completion of the course.

The content of intermediate algebra is generally an appropriate prerequisite to algebra-based courses in a calculus-based course of study, but not a universal prerequisite for all college level mathematics courses.

College-level courses outside of the calculus-based course of study can be better served by other prerequisite courses that are more appropriate and relevant for preparing students for non-STEM courses of study. The content of a course, as defined by the course description and learning outcomes, should determine its mathematical level, prerequisites, and transferability.

The purpose of this position statement is to support the development of multiple options into college-level courses.

Whereas

- The prerequisites of a mathematics course should be those appropriate to providing a foundation for student success in that course;
- The course description and learning outcomes of a mathematics course determine the prerequisite level of mathematical literacy, skills, and knowledge necessary for successful completion of the course;
- The equivalent content in intermediate algebra courses is generally required to master the content of algebra-based courses leading to calculus; and,
- The equivalent content in intermediate algebra courses is not required to master the content for most college-level mathematics courses not leading to calculus.

- **What change do you hope to effect?**
The appropriate use of intermediate algebra and acceptance of various pathways through developmental mathematics.
- **Who will implement the recommendations of the position statement?**
Educators at various community colleges.

Give a summary of the proposed recommendations.

Because the statement is written in a bulleted format, the summary is represented by the final two bulleted items in the statement.

Therefore, it is the position of AMATYC that:

- Prerequisite courses other than intermediate algebra can prepare students for courses of study not leading to calculus.

Position Statement of The American Mathematical Association of Two-Year Colleges: The Appropriate Use Of Intermediate Algebra As A Prerequisite Course

Approved by the DMC November, 2013

The Appropriate Use of Intermediate Algebra as a Prerequisite Course

1. Rationale

2. The prerequisites should provide a foundation for optimal student success. The content of
3. a mathematics course should determine the prerequisite level of mathematical literacy,
4. skills, and knowledge necessary for successful completion of the course.

5. The content of intermediate algebra is generally an appropriate prerequisite to algebra-
6. based courses in a calculus-based course of study, but not a universal prerequisite for all
7. college level mathematics courses.

8. College-level courses outside of the calculus-based course of study can be better served
9. by other prerequisite courses that are more appropriate and relevant for preparing
10. students for non-STEM courses of study. The content of a course, as defined by the
11. course description and learning outcomes, should determine its mathematical level,
12. prerequisites, and transferability.

13. The purpose of this position statement is to support the development of multiple options
14. into college-level courses.

15. Whereas

16. The prerequisites of a mathematics course should be those appropriate to providing a
17. foundation for student success in that course;

18. The course description and learning outcomes of a mathematics course determine the
19. prerequisite level of mathematical literacy, skills, and knowledge necessary for successful
20. completion of the course;

21. The equivalent content in intermediate algebra courses is generally required to master the
22. content of algebra-based courses leading to calculus; and,

23. The equivalent content in intermediate algebra courses is not required to master the
24. content for most college-level mathematics courses not leading to calculus.

- 25. Therefore, it is the position of AMATYC that:**

26. Prerequisite courses other than intermediate algebra can prepare students for courses of
27. study not leading to calculus.

ATTACHMENT J:

**COVER SHEET for the
POSITION STATEMENT on
TIME LIMITS FOR COURSE PREREQUISITES**
Submitted by the Placement and Assessment Committee

✓	Activity	Anticipated Date
	Concept Approved by the AMATYC Board	SBM 14
	President requests initiator to prepare an email notification to be sent to all AMATYC members presenting the proposed position statement, providing a timeline for electronic review, and a description of how to be involved in the review process	May 1
	Information about the draft statement is posted on the AMATYC web site	May 1
	First Review by the AMATYC Editing Director	May 1
	Electronic review is completed and the President sends the final draft to the AMATYC Editing Director for review.	August 15
	After Revision, the draft is sent by the Secretary as part of the delegate packet.	September 8
	Board Review, votes to endorse the spirit of the position statement	FBM 14
	Final Input Hearing	Nashville Conference 2014
	Delegate Assembly Approval	Nashville Conference 2014
	Professional Editing and Review by Editing Director	Late 2014

Contact Information

Chair: Behnaz Rouhani (behnaz.rouhani@gpc.edu)

Georgia Perimeter College

555 N. Indian Creek Drive

Clarkston, GA 30021

- **Intended Purpose**

To provide a statement for the time limits for course prerequisites. That is, a policy should be established by institutions that determine reasonable time period for (a) acceptance of pre-requisite course completion and (b) acceptance of placement test scores.

- **What need does this position statement address?**

This position statement establishes policies and procedures that encourages students to make informed choices concerning initial mathematics course enrollment and completion of mathematics course sequences.

- **What is the rationale for the position statement?**

- Math knowledge can decline when not used, therefore, instituting the time limits policies and procedures would ensure prompt and successful completion of mathematics course requirements by students.
- Prerequisites provide a common academic foundation for all students who enroll in a course. When a course has a prerequisite, the content assumes a specific skill level or knowledge base. As such having the time limits policy allows for course continuity and instruction to begin at the academic or skill level needed.
- Frequently students entering math courses are inadequately prepared and often enter these courses with differing levels of understanding of prerequisite topics, inhibiting both learning and instruction standard in the follow-up courses. There is a need for a time limits policy to ensure adequate and timely exposure.
- Students commonly are challenged using concepts learned in prerequisite courses for which significant time has lapsed and practice has not taken place. A practical strategy such as time limits policy on prerequisite course transfer will definitely address this issue, and enhance learning.

- **What change do you hope to effect?**

The successful and prompt completion of mathematics requirements by students.

- **Who will implement the recommendations of the position statement?**

The administrators at various community colleges.

- **Give a summary of the proposed recommendations.**

The institutions should develop systems that determine reasonable time periods for a variety of course prerequisites (placement tests, college entrance tests, CLEP, AP, IB, course credits, transfer credits, and others).

1. AMATYC Position Paper on Time Limits for Course Prerequisites

2. Institutions should establish policies and procedures that encourage students to make informed
3. choices concerning initial mathematics course enrollment and completion of mathematics course
4. sequences. Among these policies and procedures are those dealing with time limits for a variety
5. of course prerequisites (placement tests, college entrance tests, CLEP, AP, IB, course credit,
6. transfer credits, and others). The primary goals of these policies and procedures should be the
7. successful and prompt completion of mathematics requirements by students.
8. Math knowledge can decline when not used. Therefore, students should be encouraged to take a
9. mathematics course each term until their math requirements are completed. In addition,
10. AMATYC recommends that each institution determine time limits based upon their own mission
11. and goals. After establishing a process for initial placement into a mathematics course, the
12. institution should develop systems that determine reasonable time periods for (1) acceptance of
13. pre-requisite course completion and (2) acceptance of placement test scores.
14. Policies and procedures established by institutions should be systematic and all-inclusive by
15. specifying a time limit for all means of satisfying a prerequisite including time limits, if
16. necessary, on how long each of the following prerequisites is valid: (1) A math placement level
17. determined by placement testing; (2) The successful completion of awarded credit (e.g., through
18. CLEP or AP test score); (3) The successful completion of a prerequisite course; and (4) An
19. appropriate ACT or SAT score.
20. In establishing a prerequisite time limit policy, consideration should be given to (1) historical
21. data of performance in mathematics courses, (2) the appropriateness of a specific time limit,
22. especially for courses in a mathematics sequence, (3) the challenges and implications for the
23. college and students of implementing a specific time limit, (4) the possibility of an appropriate
24. appeal process or waiver for students with special circumstances, and (5) a plan to communicate
25. and prepare for the effective implementation of the time limit policy.
26. Colleges should recognize that it will take a significant amount of time to develop meaningful
27. and supported recommendations concerning time limits. The group making these
28. recommendations should include faculty, academic advisors or counselors, and
29. administrators. . Appropriate institutional support for collection and interpretation of data is
30. important for success. Colleges might also get input from other colleges that have implemented
31. time limits. Once a recommendation is made and implemented, the data should be revisited
32. periodically to assess their effectiveness.

ATTACHMENT K:**4.3.3 Nominating Committee****4.3.3.1 Membership**

The Nominating Committee will consist of twelve persons.

- ~~1. The chair of the Nominating Committee is the Past President, who serves as a non-voting member of the committee except in the case of a tie.~~
1. At the conference in an election year the current President, who will chair the next Nominating Committee, will appoint three members who have served in AMATYC leadership positions (AMATYC Board, AMATYC Committee or Subcommittee Chair, or other leadership role) and/or represent the diversity of the AMATYC membership to the Nominating Committee prior to the Delegate Assembly. The person who will be President Elect during the election year, may not serve on the committee.
2. The other eight members will be selected by the President from a list of regional candidates elected at the conference's regional meetings in the election year. Each region will elect one affiliate president, one delegate (who is not an affiliate president), and one member-at-large as the region's slate of candidates for the Nominating Committee. The member-at-large may be any AMATYC member, including one who is a delegate or an affiliate president. The President will select one candidate from the slate of each of the eight AMATYC regions prior to the Delegate Assembly. The eight regional members selected must include at least one affiliate president and two delegates. The President should consider ethnicity and gender when forming this committee. The President will present the list of Nominating Committee members to the Delegate Assembly for their information.
3. Members of the Nominating Committee cannot be candidates in the election.
4. The chair of the Nominating Committee is a non-voting member of the committee except in the case of a tie.

4.3.3.2 Nominating Committee Procedures <FBM 2009>

1. The Nominating Committee should immediately begin the work of compiling a list of persons to consider for each office. During the next year, the work of the Committee should continue by mail/e-mail/phone. The Committee should meet at the next AMATYC conference one year prior to the election. Recommendations for nominations should be made to the Past-President prior to the fall conference of the year preceding the elections.
2. Call for nominations should be made in ~~issues #3, #4, and #5 of the News that precede the summer of an election. The call for nominations should be included in the AMATYC News Issue #2 in even years.all issues of the AMATYC News in even years. Nomination materials should be mailed using USPS, FedEx, or other similar carrier and received by the Past-President on or before February 1 (or the next business day thereafter) of the election year.~~
3. Nomination materials must be submitted as a PDF document to the chair of the Nominating committee by ~~the deadline~~February 1 of the election year according to the following guidelines: <SBM 2011>

- A complete nomination packet consists of the following materials in this order:
 - 1) a formal letter of intent, which may be signed electronically by the nominee/candidate;
 - 2) a resume/vita for the nominee/candidate no longer than four pages; and
 - 3) a letter of support from the college supervisor of the nominee/candidate on college letterhead ~~and~~ which may be signed electronically.
- 4. Nomination materials include a letter of intent that should indicate what strengths ~~they~~ the nominee/candidate will bring to the position, why they are interested in the position, and how they will help promote the mission of AMATYC. The letters should also state that they will allow their name to be considered by the Nominating Committee and the Board to be a candidate for the specified office(s), that if selected to be a candidate they would allow their name to be on the ballot, and that if elected, they will serve. Members who are willing to serve in more than one position should state their preferred order for the positions listed. Only one nomination packet is needed. In addition to the letter of intent, a nomination packet includes a resume/vita of ~~between 3~~ no more than 4 pages, and a letter from the nominee's supervisor acknowledging the need for the individual to be away for up to a week in the fall and spring, if elected. Only the first 4 pages of the vita will be considered by the Nominating Committee.
- 5. As soon as possible after February 1st in an election year and prior to the spring Board meeting, the Past-President should send a listing of the names of all of the nominees and a copy of the nomination packet for each nominee to the committee for their consideration ~~prior to Board meeting~~.
- 6. The chair of the Nominating Committee may initiate a conference call with the committee following the closing of nominations so that the committee can discuss the nominees.
- 7. The Nominating Committee recommends a slate of candidates (preferably the names of two qualified members for each position) to the Executive Board for consideration at the spring Board meeting of an election year. and gives aThe report on the nominating process including will include the names of all persons considered for each position. ~~The~~ In recommending the slate, the Nominating Committee ~~may not slate any candidate, who upon winning the election, would serve more than three full successive elected terms in the same office~~ must follow the term limits for each office as defined in the Bylaws.
- 8. By February 7 of the election year, the Nominating Committee chair will send the members who have submitted nomination packets (potential candidates) a sample vita (ballot) from the previous election, a copy of the uniform vita format guidelines, and a copy of the Bylaws and duties of the office to which they are being asked to serve. The potential candidates will be asked to send electronically by March 1 a draft of their vita using the uniform vita format guidelines to be used to introduce themselves to the Executive Board. Current Board members may request from the AMATYC Office a copy of their vita from the previous election. The chair will also explain to the potential candidates that this material is only for the Executive Board, and that the Nominating Committee will read their

complete nomination packet.

9. The Executive Board should come to the spring Board meeting of an election year prepared to discuss and decide on a final slate of candidates. This slate must be approved before the end of this spring Board meeting.
10. A plan for conducting the electronic voting will be submitted by the chair of the Nominating Committee to the Executive Board for their approval during their spring meeting of an election year.
- 9.11. After the Executive Board approves the slate, the chair of the Nominating Committee will write to the candidates asking for final confirmation of the candidate's desire to run. Candidates are asked to maintain confidentiality at this point. They should notify the chairperson of the nominating committee in writing of their willingness to serve within 30 days of being notified, but in no case after May 31. They may also supply an updated vita to be included with the ballot. The prospective candidates should be informed by the chair of the nominating committee of the duties of the office to which they are being asked to serve as well as provided copies of the bylaws and constitution. They should notify the chairperson of the nominating committee in writing of their willingness to serve within 30 days of being notified, but in no case after May 31. They may also supply an updated vita to be included with the ballot.
12. After finalization of the slate, the chair will inform the non-candidates who had expressed interest in running that they will not be on the slate.
13. Once all candidates and non-candidates have been informed, the chair will share the slate with all candidates and the Board, and release these persons from maintaining confidentiality.
- 10.14. The After the final slate is determined, the Chair of the Nominating Committee should will announce the slate to the AMATYC membership electronically and write an article for the August AMATYC News (issue #3) in odd-numbered years. The announcements should include a description of the voting process, clarify the status of institutional, adjunct, and student members, and encourage AMATYC members to vote in the election.

4.3.3.3 Election Procedures

The following procedures have been established by the Executive Board for elections:

1. ~~After the Executive Board approves the slate, the chair of the nominating committee (the Past President) will write to the candidates asking for final confirmation of the candidate's desire to run. Candidates are asked to maintain confidentiality at this point.~~
2. ~~After finalization of the slate, the chair will inform the non-candidates who had expressed interest in running that they will not be on the slate.~~
3. ~~Once all candidates and non-candidates have been informed, the chair will share the slate with all candidates and the Board, and release these persons from maintaining confidentiality.~~
- 4.1. The slate of candidates for national officers will appear in a special mailing to regular members in odd-numbered years. Information on each candidate will be made available to members. Candidates' vitae and ballots for all positions will be listed in alphabetical order. A picture of each candidate (mug-shot, black-white)

- should accompany the vita. Each President-Elect candidate will offer his/her platform regarding AMATYC philosophy and long-range goals for AMATYC. (Limited to typed one-page, double-spaced.) ~~The special mailing will be marked "OFFICIAL BALLOT". An addressed, unstamped, return envelope will be included.~~
- ~~5. The slate of Regional Vice Presidents will appear in the same mailing.~~
- ~~6.2. A picture of each candidate (mug shot, black-white) should accompany the vita form approved by the Board.~~ Uniform Vita Format Guidelines: A uniform vita format must be used for consistency and efficient space utilization. (The form is limited to two typed pages: 1.75-inch margins, double spaced, 12-point Times New Roman font.) The following should be observed in completing the uniform vita form:
- a. AMATYC, MAA, and NCTM, and AMATYC affiliate abbreviations should be used.
 - b. U should be used instead of University
 - c. CC, JC, TC, or CTC should be used instead of community college, junior college, technical college, or community and technical college.
 - d. Zip codes should not be listed; states should not be listed when a city reference is obvious; e.g., Memphis; and two letter abbreviations of states be used, when necessary.
 - e. At the option of the nominee, URL(s) may be included.
 - f. "Hobbies" and/or reference thereto should not be part of the vita.
 - g. The state of the institution of the present position should be included for each candidate.
 - h. For officers and memberships on committee, list those as "office, organization, dates" or "member, [organization if other than AMATYC], committee, dates."
 - i. For purposes of uniformity, do not include dates for degrees under "Education."
3. Candidates for Regional Vice President may receive, for one time use only, one set of regional labels or e-mail addresses without cost for use in the election process. Similarly, candidates for national office may receive one set of national labels or e-mail addresses for one time use only.
- ~~7.4.~~ All individual AMATYC members as of ~~May 31~~ June 30 of an election year compose the voting membership for the AMATYC election.
- ~~8.5.~~ The ~~ballot results of the election~~ must be ~~returned-delivered~~ to the chair of the ~~nominating Nominating committee-Committee~~ at least one month prior to the annual conference of the election year.
- ~~9. Electronic Voting (with specifications from 2013 elections, managed by Ken Mead, Professor of Mathematics and Computer Science at Genesee Community College, Batavia, NY) <SBM 2013>~~
- ~~10. AMATYC members will be notified by a letter sent to their college/home that the election will be by electronic ballot and to verify each member's email address in the AMATYC database. The date of this mailing will be 4/22/13. According to policy, Section 4.3.3, May 31, 2013 is the cut-off date for membership and members who are eligible to vote in the 2013 election.~~

- ~~11. AMATYC members will be notified in the 2013 September AMATYC newsletter that the 2013 election will be by electronic ballot.~~
- ~~12. Ken will receive the active AMATYC member database with email address and AMATYC region.~~
- ~~13. Ken will create a ballot for each of the 8 AMATYC regions. Each ballot includes the candidates for national offices and the candidates for VP in the given region. The ballots will be on the NYSMATYC website, which is hosted at Genesee CC.~~
- ~~14. All ballots must cast electronically [to the chair of the nominating committee] at least one month prior to the annual conference of the election year (September 30, 2013). Beginning with the elections occurring in 2015 for the 2016-17 AMATYC Executive Board positions, the voting period for all regular AMATYC Executive Board Elections will conclude on September 30th in the year that the elections take place.~~
- ~~15. On September 1, 2013, an email will be sent to all members eligible to vote informing them that they need to register for the election.~~
- ~~16. The webmaster checks the registration against the database and sends the voter a link to their individual ballot.~~
- ~~17. The voter goes to the link and votes.~~
- ~~18. Each voter can only vote one time.~~
- ~~19. Two tables are created from the database: (1) the database, email, and region and (2) a table with ID encrypted (without names). Only Ken has access to the two tables.~~
- ~~20. Ken will report the outcome of the voting to the Chair of the Nominating Committee, Rob Farinelli, by October 2, 2013.~~
- ~~21. Candidates' vitae and ballots for all positions will be listed in alphabetical order.~~
- ~~22.6. _____ Space will be provided on the ballot for a write-in candidate for each position.~~
- ~~23.7. _____ A draft of the ballot will be prepared by the Office and forwarded to the chair of the committee. The ballot proofs-drafts will be sent to the President and the President-Elect by the chair of the Nominating Committee for proofing prior to printing. After approval, the revised ballot should be sent to the office for preparation of camera ready copy, printing and mailing. A memo outlining the task to be completed and timeline to be followed by the Office should be included should be converted to a format appropriate for electronic voting.~~
- ~~8. A written statement declaring that the ballot was not received is required from any person requesting a second ballot in an election of officers. Members may request from the AMATYC office a hardcopy of the appropriate ballot. The name of the member making the request will be removed from the electronic voting process.~~
- ~~24.9. _____ The voting period for all regular AMATYC Executive Board elections will conclude on September 30th in an election year.~~
- ~~25. Ballots will be received by the nominating committee chair and will be tallied by the chair and a teller from the region of the committee chair. This will constitute the official results of the election. In order for a ballot in an election to be counted, it must be mailed to the designated address in an envelope marked "official ballot".~~
- ~~26.10. _____ The person receiving the greatest number of votes will be declared the~~

- winner. If two or more candidates tie with the greatest number of votes, then a random process shall be used to determine the winner.
- ~~27.~~11. The chair of the nominating committee will notify the current President of the election results immediately, so that the new officers may be invited to the next Executive Board meeting (prior to their taking office). The chair will also notify the President-Elect immediately so that new stationery and brochures can be prepared.
- ~~28.~~12. The President will notify the winners and losers as soon as possible after the ballots are tallied. This notification will include election tallies for their race only. The entire slate of new officers should be sent provided to winners and losers.
- ~~29.~~13. Once all winners and losers have been notified, an e-mail announcing the results will be prepared by the chair of the Nominating Committee and sent to all AMATYC members ~~from the AMATYC Office~~. The election results will also be officially announced at the following AMATYC annual conference during the opening session, the annual breakfast, and the Delegate Assembly.
- ~~30.~~14. ~~If two or more candidates tie with the greatest number of votes, another ballot must be prepared containing in alphabetical order those candidates who were tied. The Office must send a special mailing of this ballot including vita no later than 10 days after the results are known. The ballots and vita should be mailed first class. The winners should be announced in issue #1 of the AMATYC News. Ballots will have to be returned to the Nominating Committee chair prior to November 27 to affect this~~ A photo and list of the newly elected board members will be included in issue #1 of the AMATYC News following an election.
- ~~31.~~ Candidates for Regional Vice President may receive, for one time use only, one set of regional labels or e-mail addresses without cost for use in the election process, if requested. Similarly, candidates for national office may receive one set of national labels or e-mail addresses for one time use only.
- ~~32.~~15. The chair of the Nominating Committee should prepare a report for the first Board meeting following an election. This report should include the actual tallies for each position. The names and positions of the newly elected board shall be certified by inclusion in the official minutes of the meeting.
- ~~33.~~16. The ~~incoming president~~ President-Elect shall write letters to the supervisors of incoming Board members notifying them that individuals have been elected to serve a two-year term on the AMATYC Executive Board.
- ~~4) A letter clarifying the fact that only regular members are allowed to vote in AMATYC elections will be sent out to all institutional members at the direction of the Past President just prior to ballots being mailed. This letter will state that the institutional contact who is receiving the letter will receive a ballot only if he/she is also a regular member. Articles clarifying the non-voting status of institutional, adjunct, retired, and student members should be published in the AMATYC News.~~

4.3.3 Nominating Committee

4.3.3.1 Membership

The Nominating Committee will consist of twelve persons.

~~3.5.~~ At the conference in an election year the current President, who will chair the next Nominating Committee, will appoint three members who have served in AMATYC leadership positions (AMATYC Board, AMATYC Committee or Subcommittee Chair, or other leadership role) and/or represent the diversity of the AMATYC membership to the Nominating Committee prior to the Delegate Assembly.

~~4.6.~~ The other eight members will be selected by the President from a list of regional candidates elected at the conference's regional meetings in the election year. Each region will elect one affiliate president, one delegate (who is not an affiliate president), and one member-at-large as the region's slate of candidates for the Nominating Committee. The member-at-large may be any AMATYC member, including one who is a delegate or an affiliate president. The President will select one candidate from the slate of each of the eight AMATYC regions prior to the Delegate Assembly. The eight regional members selected must include at least one affiliate president and two delegates. The President should consider ethnicity and gender when forming this committee. The President will present the list of Nominating Committee members to the Delegate Assembly for their information.

~~5.7.~~ Members of the Nominating Committee cannot be candidates in the election.

~~6.8.~~ The chair of the Nominating Committee is a non-voting member of the committee except in the case of a tie.

4.3.3.2 Nominating Committee Procedures <FBM 2009>

~~11.15.~~ The Nominating Committee should immediately begin the work of compiling a list of persons to consider for each office. During the next year, the work of the Committee should continue by mail/e-mail/phone. The Committee should meet at the next AMATYC conference one year prior to the election. Recommendations for nominations should be made to the Past-President prior to the fall conference of the year preceding the elections.

~~12.16.~~ Call for nominations should be made in all issues of the *AMATYC News* in even years.

~~13.17.~~ Nomination materials must be submitted as a PDF document to the chair of the Nominating committee by February 1 of the election year according to the following guidelines: <SBM 2011>

- A complete nomination packet consists of the following materials in this order:

~~5)4)~~ a formal letter of intent, which may be signed electronically by the nominee/candidate;

~~6)5)~~ a resume/vita for the nominee/candidate no longer than four pages; and

~~7)6)~~ a letter of support from the college supervisor of the

nominee/candidate on college letterhead which may be signed electronically.

- 14.18. Nomination materials include a letter of intent that should indicate what strengths the nominee/candidate will bring to the position, why they are interested in the position, and how they will help promote the mission of AMATYC. The letters should also state that they will allow their name to be considered by the Nominating Committee and the Board to be a candidate for the specified office(s), that if selected to be a candidate they would allow their name to be on the ballot, and that if elected, they will serve. Members who are willing to serve in more than one position should state their preferred order for the positions listed. Only one nomination packet is needed. In addition to the letter of intent, a nomination packet includes a resume/vita of –no more than 4 pages, and a letter from the nominee’s supervisor acknowledging the need for the individual to be away for up to a week in the fall and spring, if elected. Only the first 4 pages of the vita will be considered by the Nominating Committee.
- 15.19. As soon as possible after February 1st in an election year and prior to the spring Board meeting, the Past-President should send a listing of the names of all of the nominees and a copy of the nomination packet for each nominee to the committee for their consideration.
- 16.20. The chair of the Nominating Committee may initiate a conference call with the committee following the closing of nominations so that the committee can discuss the nominees.
- 17.21. The Nominating Committee recommends a slate of candidates (preferably the names of two qualified members for each position) to the Executive Board for consideration at the spring Board meeting of an election year. The report on the nominating process will include the names of all persons considered for each position. In recommending the slate, the Nominating Committee must follow the term limits for each office as defined in the Bylaws.
- 18.22. By February 7 of the election year, the Nominating Committee chair will send the members who have submitted nomination packets (potential candidates) a sample vita (ballot) from the previous election, a copy of the uniform vita format guidelines, and a copy of the Bylaws and duties of the office to which they are being asked to serve. The potential candidates will be asked to send electronically by March 1 a draft of their vita using the uniform vita format guidelines to be used to introduce themselves to the Executive Board. Current Board members may request from the AMATYC Office a copy of their vita from the previous election. The chair will also explain to the potential candidates that this material is only for the Executive Board, and that the Nominating Committee will read their complete nomination packet.
- 19.23. The Executive Board should come to the spring Board meeting of an election year prepared to discuss and decide on a final slate of candidates. This slate must be approved before the end of this spring Board meeting.
- 20.24. A plan for conducting the electronic voting will be submitted by the chair of the Nominating Committee to the Executive Board for their approval during their spring meeting of an election year.
- 21.25. After the Executive Board approves the slate, the chair of the Nominating

Committee will write to the candidates asking for final confirmation of the candidate's desire to run. Candidates are asked to maintain confidentiality at this point. They should notify the chairperson of the nominating committee in writing of their willingness to serve within 30 days of being notified, but in no case after May 31. They may also supply an updated vita to be included with the ballot.

- ~~22-26.~~ After finalization of the slate, the chair will inform the non-candidates who had expressed interest in running that they will not be on the slate.
- ~~23-27.~~ Once all candidates and non-candidates have been informed, the chair will share the slate with all candidates and the Board, and release these persons from maintaining confidentiality.
- ~~24-28.~~ After the final slate is determined, the Chair of the Nominating Committee will announce the slate to the AMATYC membership electronically and write an article for the August *AMATYC News* (issue #3) in odd-numbered years. The announcements should include a description of the voting process, clarify the status of institutional, adjunct, and student members, and encourage AMATYC members to vote in the election.

4.3.3.3 Election Procedures

The following procedures have been established by the Executive Board for elections:

- ~~34-17.~~ Information on each candidate will be made available to members. Candidates' vitae and ballots for all positions will be listed in alphabetical order. A picture of each candidate (mug-shot, black-white) should accompany the vita. Each President-Elect candidate will offer his/her platform regarding AMATYC philosophy and long-range goals for AMATYC. (Limited to typed one-page, double-spaced.)
- ~~35-18.~~ Uniform Vita Format Guidelines: A uniform vita format must be used for consistency and efficient space utilization. (The form is limited to two typed pages: 1.75-inch margins, double spaced, 12-point Times New Roman font.) The following should be observed in completing the uniform vita form:
 - j. AMATYC, MAA, and NCTM, and AMATYC affiliate abbreviations should be used.
 - k. U should be used instead of University
 - l. CC, JC, TC, or CTC should be used instead of community college, junior college, technical college, or community and technical college.
 - m. Zip codes should not be listed; states should not be listed when a city reference is obvious; e.g., Memphis; and two letter abbreviations of states be used, when necessary.
 - n. At the option of the nominee, URL(s) may be included.
 - o. "Hobbies" and/or reference thereto should not be part of the vita.
 - p. The state of the institution of the present position should be included for each candidate.
 - q. For officers and memberships on committee, list those as "office, organization, dates" or "member, [organization if other than AMATYC], committee, dates."
 - r. For purposes of uniformity, do not include dates for degrees

under "Education."

- ~~36.19.~~ Candidates for Regional Vice President may receive, for one time use only, one set of regional labels or e-mail addresses without cost for use in the election process. Similarly, candidates for national office may receive one set of national labels or e-mail addresses for one time use only.
- ~~37.20.~~ All individual AMATYC members as of June 30 of an election year compose the voting membership for the AMATYC election.
- ~~38.21.~~ The results of the election must be delivered to the chair of the Nominating Committee at least one month prior to the annual conference of the election year.
- ~~39.22.~~ Space will be provided on the ballot for a write-in candidate for each position.
- ~~40.23.~~ A draft of the ballot will be prepared by the Office and forwarded to the chair of the committee. The ballot drafts will be sent to the President and the President-Elect by the chair of the Nominating Committee for proofing. After approval, the revised ballot should be converted to a format appropriate for electronic voting..
- ~~41.24.~~ Members may request from the AMATYC office a hardcopy of the appropriate ballot. The name of the member making the request will be removed from the electronic voting process.
- ~~42.25.~~ The voting period for all regular AMATYC Executive Board elections will conclude on September 30th in an election year.
- ~~43.26.~~ The person receiving the greatest number of votes will be declared the winner. If two or more candidates tie with the greatest number of votes, then a random process shall be used to determine the winner.
- ~~44.27.~~ The chair of the nominating committee will notify the current President of the election results immediately, so that the new officers may be invited to the next Executive Board meeting (prior to their taking office). The chair will also notify the President-Elect immediately so that new stationery and brochures can be prepared.
- ~~45.28.~~ The President will notify the winners and losers as soon as possible after the ballots are tallied. This notification will include election tallies for their race only. The entire slate of new officers should be provided to winners and losers.
- ~~46.29.~~ Once all winners and losers have been notified, an e-mail announcing the results will be prepared by the chair of the Nominating Committee and sent to all AMATYC members. The election results will also be announced at the following AMATYC annual conference during the opening session, the annual breakfast, and the Delegate Assembly.
- ~~47.30.~~ A photo and list of the newly elected board members will be included in issue #1 of the AMATYC News following an election.
- ~~48.31.~~ The chair of the Nominating Committee should prepare a report for the first Board meeting following an election. This report should include the actual tallies for each position.
- ~~49.32.~~ The President-Elect shall write letters to the supervisors of incoming Board members notifying them that individuals have been elected to serve a two-year term on the AMATYC Executive Board.

ATTCAHMENT L**Section 5.9.1 of the Policy Manual****Membership**

The Personnel Committee consists of the Past-President, President, President-Elect, Treasurer, a Vice President elected by the Board, and the Executive Director, who serves as a non-voting member. This committee is advisory to the President; it is chaired by a member of the committee recommended by the President and approved by the board. The Chair will provide a written report to the President before each Board meeting, and this report will be delivered to the Board in Executive Session at the meeting.

Purpose

The purpose of the Personnel Committee includes:

1. Employee Related
 1. Review job performance evaluations of AMATYC office staff performed by the Executive Director, prior to each conference Board meeting
 2. Review office staff personnel issues including salary requested by the President or the Executive Director and make necessary recommendations to the President on these issues
2. Member Appointee Related
 1. Create and review job descriptions for appointed positions, such as directors, coordinators and chairs
 2. Assist the President as needed in candidate selection, acting as a selection committee or participating in a selection committee, as directed by the President
3. Other

Assist the President in dealing with Board requests or actions that are related to personnel issues, as requested by the President.

ATTACHMENT M:**BYLAWS REVISIONS**

**BYLAWS
OF THE
AMERICAN MATHEMATICAL
ASSOCIATION OF TWO-YEAR COLLEGES (AMATYC)
(Proposed draft, January 2014)**

ARTICLE I NAME

The name of the association shall be the American Mathematical Association of Two-Year Colleges, Incorporated (AMATYC).

ARTICLE II OBJECTIVES

Section 1 The American Mathematical Association of Two-Year Colleges, Incorporated is a non-profit, educational association.

Section 2 The objectives of AMATYC are the following:

- A. Encourage the development of effective mathematics programs
- B. Provide a national forum for the exchange of ideas
- C. Develop and/or improve the mathematics education and mathematics related experiences of students in two-year colleges
- D. Coordinate activities of affiliated organizations on the national level
- E. Promote the professional welfare and development of its members.

ARTICLE III MEMBERSHIP

Section 1 Membership Categories

Membership in AMATYC shall be restricted to the following:

- A. Regular membership – Available to any full or part-time teacher of mathematics or other person interested in two-year college mathematics education. A regular member must complete the proper forms and pay the established dues. A regular member may purchase a lifetime regular membership by completing the appropriate forms and paying the established rates. ~~The Immediate Past President shall be awarded a lifetime membership upon completion of that person's term as Immediate Past President.~~
- B. Student membership – Available to any full- or part-time student of mathematics or related discipline. A student member must not also be a full- or part-time teacher, must be endorsed by a regular member, and must complete the proper forms and pay the established dues.
- C. Adjunct membership – Available to any teacher of mathematics who is not employed full-time in any post-secondary educational institution. An adjunct member must complete the proper forms and pay the established dues.
- D. Retired membership – Available to any retired teacher of mathematics or other retired person who is not employed full- or part-time in any educational institution. A retired member must complete the proper forms and pay the established dues.
- E. Institutional membership – Available to any college, university, learning center, publisher, manufacturer, or similar entity that supports the purposes of the association. A designated representative of an institutional member must complete the proper forms and pay the established dues.
- ~~F. Affiliate membership – Available to any regional organization with purposes similar to those of AMATYC.~~

Section 2 Membership Privileges

- A. A regular member has the right to vote, hold elected office, be appointed to leadership positions, nominate candidates for office, serve on committees, and be appointed as a delegate in the Delegate Assembly.
- ~~B. A lifetime member is entitled to all the privileges of a regular member.~~
- ~~C.~~ B. Adjunct, retired, and student members have the right to nominate candidates for office and serve on committees, but do not have the right to vote, hold elected office, be appointed to leadership positions, or be appointed as a delegate in the Delegate Assembly.
- ~~D.~~ C. Individuals who are eligible for adjunct ~~or~~, retired, or student membership may choose to complete the proper forms and pay the established dues to become a regular member to obtain all the privileges of a regular member.
- E. The representative of an institutional member has the right to nominate candidates for office, but does not have the right to vote, hold elected office, be appointed to leadership positions, serve on committees, or be appointed as a delegate in the Delegate Assembly, unless that individual is also a regular member of the association.

Section 3 Membership Year

The membership year shall consist of ~~four quarters~~twelve months. The beginning date for each ~~quarter month~~ shall be: ~~March 1, June 1, September 1, and December 1~~ the first day of the calendar month.

Section 4 Dues

- A. Annual membership dues are paid by all members, except lifetime members.
- B. Annual regular AMATYC membership dues are set every two years by applying the Consumer Price Index - Urban Consumers CPI-U for the last two consecutive years that begin with an even-numbered year to the current dues and rounding up to the nearest whole dollar. This adjusted rate is set at the ~~Fall~~Spring Executive Board Meeting in odd-numbered years, with the change taking place on July 1 of the following even-numbered year.
- C. In the event that there is a need for a change other than the calculated rate, as determined in Article III.4.B., the new rate must be brought to the Delegate Assembly prior to the change taking effect for approval.

ARTICLE IV AFFILIATED ORGANIZATIONS

Section 1 Any organization interested in affiliating with AMATYC must recognize AMATYC as a prime national organization concerned with the first two years of college mathematics instruction. This is done by voting for affiliation with AMATYC. Applications for affiliation must be approved by the AMATYC Executive Board.

Section 2 An affiliated organization has the following responsibilities:

- A. The membership lists of the organization shall be forwarded to the appropriate AMATYC regional vice president by June 30 in even-numbered years.
- B. Membership in AMATYC should be encouraged for all the affiliate's members.
- C. Each affiliate organization will appoint AMATYC members to serve as affiliate delegates to the Delegate Assembly as discussed in Article VII.

ARTICLE V OFFICERS

Section 1 The officers of AMATYC shall be called the Executive Board and shall be the national officers; a President, President-elect, Immediate Past President, Treasurer, and Secretary, and the regional officers, a Northeast Regional Vice-president, Mid-Atlantic Regional Vice-president, Southeast Regional Vice-president, Midwest Regional Vice-president, Central Regional Vice-president, Southwest Regional Vice-president, Northwest Regional Vice-president, and West Regional Vice-president.

Section 2 Only regular members are eligible to hold elected office.

Section 3 Terms of Office

- A. The term of office for all officers, except for the Treasurer, is two years; beginning on January 1 in even-numbered years and ending on December 31 in the next odd-numbered year. The term limit for all officers, except for the President-Elect, President, Immediate Past-President, and Treasurer, is three full successive elected terms in the same office.
- B. The term limit for the President-Elect, President, and Immediate Past-President is one full elected term in the same office. The President-Elect automatically succeeds the President at the end of the President's term or when the President leaves office permanently. The President automatically succeeds the Immediate Past President at the end of he the President's term. The Immediate Past President may not be elected as President-Elect.
- C. The term of the office for the Treasurer is four years, beginning on January 1 in even-numbered years and ending on December 31 in the second subsequent odd-numbered year. The term limit for the Treasurer is two full successive elected terms in that office.

Section 4 Duties of officers

All officers shall promote and coordinate the activities of the association, perform all duties according to policy, and perform all other duties that regularly pertain to the office. Specific duties of each office are as follows:

A. President:

1. Prepare the agenda for all association, Delegate Assembly, and Executive Board meetings.
2. Preside at all general meetings of the association, the Delegate Assembly, and the Executive Board.
3. Act as ex-officio member of all committees except the Nominating Committee.
4. Nominate, for approval by the Executive Board, the chairperson of all committees, except the Nominating Committee ~~and~~ Strategic Planning Committee, and Organizational Assessment Committee for approval by the Executive Board.
5. Appoint the chairs of ad hoc committees and task forces.
56. Appoint an acting chairperson of a committee when a vacancy occurs.
67. Appoint Special Appointees to perform duties as designated with approval of the Executive Board.
7. ~~Initiate Executive Board vote on unanticipated expenditures and assist the Treasurer with the annual budget.~~
8. Meet with the Executive Directors and/or Presidents of other organizations who share similar concerns and interests to discuss items of mutual benefit and to establish a working relationship with them.

B. President-Elect

1. Act as president in the absence of the President.
2. Serve as the chairperson of the Strategic Planning Committee and the Organizational Assessment Committee.
3. Maintain a policy and procedures manual in conjunction with the Secretary and the AMATYC Office.

- C. Immediate Past President
 - 1. Chair the Nominating Committee.
 - ~~2. Chair the Foundation.~~
 - ~~3.~~ 2. Administer the election ~~procedures of officers~~ according to policy.
- D. Secretary
 - 1. Keep an accurate, permanent record of the proceedings of meetings of the association, Delegate Assembly, and Executive Board.
 - 2. Maintain updated lists of delegates and affiliate presidents.
 - 3. Furnish agendas and minutes of all meetings to the appropriate people and ensure that the official minutes of the organization are securely archived.
 - 4. Assist the President-Elect in maintaining a policy and procedures manual.
- E. Treasurer
 - 1. Ensure that all financial records, funds, receipts, and disbursements of the association are accurately maintained.
 - 2. Present a written financial report at each regular business meeting and each Executive Board meeting.
 - 3. Certify the size of the membership by region and category.
 - 4. Prepare an annual organizational budget and present it to the Executive Board for approval at the fall meeting.
 - 5. Obtain approval of the Executive Board or designee for expenditures that exceed budgeted amounts items.
 - 6. The outgoing Treasurer will complete the financial responsibilities pertaining to the conference at the end of the term of office.
- F. Regional Vice-presidents
 - 1. Serve as the liaison between AMATYC and its affiliated organizations.
 - 2. Appoint state/province delegates per Article VII.
 - 3. Serve as a member of the membership committee. One Regional Vice President shall serve as chair.
 - 4. Recruit and retain members with their regions.

Section 5 Elections

~~Officers shall be elected by regular members according to policy. The Executive Board shall conduct elections for officers in each odd-numbered year. Each regular member as of June 30 of that year shall be eligible to vote. Elections shall be by secret ballot. Announcement of the dates, format, and candidates of the election shall be made in writing or electronically to the membership at least 30 days prior to the beginning of the vote. Candidates who receive a plurality of the votes for a particular office shall be elected. If two candidates are tied for the most number of votes, then a random process shall be used to determine the winner.~~

Section 6 Vacancies

In the event that an officer other than the president or Treasurer leaves office before the expiration of the regular term, the president, with the approval of the Executive Board, shall appoint a replacement for the remainder of the term. A vacancy in the office of President-elect shall be filled by a special election following procedures established by the Executive Board. In the event that the Treasurer leaves office before the expiration of the regular term, the President, with the approval of the Executive Board, shall appoint a replacement until the next regularly scheduled election, regardless of whether this election falls on the four-year cycle for election of a Treasurer. The newly elected Treasurer would serve a full four-year term and this four-year term will form the basis for future Treasurer terms and elections.

ARTICLE VI EXECUTIVE BOARD

Section 1 The officers shall serve as the Executive Board and are responsible for conducting the affairs of the association.

Section 2 Duties of the Executive Board

- A. Approve the chairperson of each committee, except the Nominating Committee ~~and~~, Strategic Planning Committee, Organizational Assessment Committee, ad hoc committees, and task forces.
- B. Recommend dues changes to the Delegate Assembly per Article III.4.
- C. Recommend bylaw changes to the Delegate Assembly.
- D. Select ~~conference~~ cities and dates for the annual conference.
- ~~E.~~ ~~Approve any expenditures not covered by the budget.~~
- ~~FE.~~ Approve the annual budget.
- ~~GF.~~ Appoint special committees as needed to carry out the purposes of the association.
- ~~HG.~~ ~~Appoint~~ Make special ~~appointees~~ appointments for persons to perform duties as designated.
- ~~IH.~~ Authorize a designated officer or officers, agent or agents of AMATYC, in addition to the officers so authorized by these bylaws, to implement and oversee, on behalf of AMATYC, a project, program or activity conducted jointly by AMATYC and one or more outside entities, to be called a partnership. This partnership is approved by the AMATYC Executive Board. Such authority must be in writing and be confined to specific instances as outlined in a partnership agreement which is approved by the Executive Board and signed by AMATYC and the partnership entity.
- ~~JL.~~ Perform all other duties according to policy.
- ~~KJ.~~ Perform all other duties that are necessary for the functioning of the association.

Section 3 A majority of the members of the Executive Board shall constitute a quorum to enact the business of AMATYC. This majority must include at least two of the national officers.

Section 4 Regular meetings of the Executive Board may be called by the President or seven members of the Executive Board two of which must be national officers. Written or electronic notification of all regular meetings must be given to all Board members at least 30 days prior to the start of the meeting. Announcements of regular Executive Board meetings must be published on the AMATYC website at least two weeks prior to the beginning of the meeting. At least two regular meetings must be held annually, one during the spring and a second during the fall.

Section 5 Action between Regular Meetings

- A. In circumstances as determined by the President or seven members of the Executive Board, at least two of which are national officers, business may be conducted between regular meetings of the Executive Board by means of mail, fax, email or conference calls. The same quorum that applies to regular meetings is required at these meetings to conduct the business of AMATYC.
- B. All actions resulting from a mail, fax, email or conference call vote shall be documented, distributed, and archived by means of a report from the Secretary in and filed with the Executive Board minutes of the regular meeting that takes place immediately following the action.
- C. Written or electronic notification of all proposed actions presented between regular meetings must be given to all Board members at least 72 hours before the start of the Board meeting discussion or voting occurs.

ARTICLE VII DELEGATE ASSEMBLY

Section 1 The association shall have an annual business meeting (Delegate Assembly) in conjunction with its annual conference. Notice of the Delegate Assembly meeting shall be publicized in writing or electronically at least one month in advance.

Section 2 The Delegate Assembly shall be composed of delegates who are regular members of AMATYC as follows:

- A. State/Province Delegates

1. There should be at least two state/province delegates from each state and province, appointed for a term of two years by the appropriate regional vice president. Terms of state/province delegates shall commence on April 1, or date of appointment, whichever is later, and terminate on March 31, in odd numbered years.
 2. States and provinces with more than 50 two-year colleges, as defined in Article VII.2.H., are permitted one additional state/province delegate for each 25 two-year colleges or fraction thereof above 50.
 3. An alternate delegate from the same state/province may be appointed to serve as delegate in place of a state/province delegate who is unable to attend the Delegate Assembly.
- B. Each affiliate president, who is also a regular AMATYC member, in office at the time of the Delegate Assembly is a delegate to the Delegate Assembly to represent their affiliate organization.
- C. Affiliate Delegates
1. Each affiliate organization may appoint one additional affiliate delegate for each 50 affiliate organization members or fraction thereof who are also AMATYC members, as defined in Article VII.2.I. Term of appointment will be determined by the affiliate.
 2. An alternate delegate from the same affiliate may be appointed to serve as delegate in place of an affiliate delegate who is unable to attend the Delegate Assembly.
- D. Each Executive Board officer is a delegate.
- E. Each AMATYC past president is a delegate.
- F. Each AMATYC academic committee chair is a delegate.
- G. Additional delegates to represent ~~other~~ countries not specified in Section XI and regions may be appointed by the Executive Board.
- H. An official listing of names and numbers of two-year colleges by state and province is prepared jointly by the AMATYC office and each corresponding regional vice president and approved at the fall board meeting in even-numbered years. These numbers are used for two years and take effect after the fall meeting in even-numbered years, and are maintained by the AMATYC office.
- I. An official listing of names and numbers of affiliate organization members who are also AMATYC members on June 30 in even-numbered years is prepared jointly by the AMATYC office and each corresponding regional vice president and approved at the fall board meeting in even-numbered years. This listing is used for two years, takes effect after the fall meeting in even-numbered years, and is maintained by the AMATYC office.
- J. No delegate at the Delegate Assembly is entitled to more than one vote.
- K. Regional Vice-Presidents shall submit a list of affiliate and state/province delegates to the AMATYC Secretary no later than thirty (30) days prior to the start of the Delegate Assembly.
- L. Alternate Delegates may be named by the Regional Vice-President as the delegate replacing an affiliate or state/province delegate at the Delegate Assembly, by notifying the AMATYC Secretary in writing and providing appropriate credentials in writing no later than 6 pm of the day prior to the start of the Delegate Assembly.

Section 3 The Delegate Assembly's responsibilities are to:

- A. Vote on all dues changes as submitted by the Executive Board, in accordance with Article III.4.C.
- B. Vote on bylaw changes submitted to the Delegate Assembly.
- C. Present written recommendations to the Executive Board to be considered at the following Executive Board meeting.
- D. Approve position statements as presented by the Executive Board per Article IX.

Section 4 Each state/province delegate shall perform the following duties:

- A. Represent that delegate's state/province at the Delegate Assembly meeting at the annual conference.
- B. Assist the regional vice president in promoting membership and activities for AMATYC in the state/province.
- C. Perform all duties according to policy.

Section 5 Each affiliate delegate shall perform the following duties:

- A. Represent the affiliate organization at the Delegate Assembly meeting at the annual conference.
- B. Keep the regional vice president abreast of the activities and concerns of members from the delegate's affiliate.
- C. Assist the regional vice president in promoting membership and activities for AMATYC at the affiliate meetings.
- D. Perform all duties according to policy.

Section 6 The number of delegates necessary for a quorum in the Delegate Assembly shall be twenty-five (25) percent of ~~all the~~ number of delegates registered with the AMATYC Secretary at the start of the Delegate Assembly identified in Section 2 of this article.

ARTICLE VIII COMMITTEES

Section 1 Types of committees

- A. Committees fall into three general categories: Administrative Committees, Academic Committees, and Ad Hoc Committees ~~and Task Forces~~. Administrative and academic committees are standing committees.
- B. All members of association committees must be AMATYC members. Non-AMATYC members may participate in academic committee work in a nonvoting capacity.

Section 2 Administrative Committees

A. Purpose

Administrative committees ~~handle and~~ support the general functioning of the association.

B. Established administrative committees

The following administrative committees are established by these bylaws.

1. Nominating Committee
2. Membership Committee
3. Strategic Planning Committee
4. Finance Committee
5. Foundation Board

6. Organizational Assessment Committee

7. Professional Development Committee

C. Objectives of the established administrative committees

The general objectives of each of the committees in part B are the following:

1. The Nominating Committee shall establish election procedures and, consistent with policy and Executive Board direction, recommend a slate of nominees for Executive Board approval.
2. The Membership Committee shall develop and implement strategies to solicit new members and retain existing members.
3. The Strategic Planning Committee shall develop and publish the AMATYC Strategic Plan.
4. The Finance Committee oversees the budget development and serves in an advisory capacity to the Treasurer and Executive Board.
5. The Foundation Board shall raise and disburse funds to support the mission of AMATYC.
6. The Organizational Assessment Committee shall coordinate the planning and implementation of assessment of AMATYC programs and activities.
7. The Professional Development Committee shall monitor, coordinate, and evaluate AMATYC's professional development efforts in order to provide the membership with high quality opportunities and a wide breadth of activities.

D. Other Administrative Committees

Other administrative committees may be created and discharged as needed by the Executive Board to ~~handle and~~ support the general functioning of the association.

Section 3 Academic Committees

A. Purpose

Academic committees support the general professional purposes and mission of the association, as stated in Article II and in the association's mission statement.

B. Establishment of academic committees

Academic committees are established and discharged by the Executive Board. Their designations and specific purposes will change as the needs of the association change. Each academic committee shall have a chair, ~~appointed by the President~~ nominated by the President and approved by the Executive Board.

C. Duties of an Academic Committee Chairperson

The chairperson of each academic committee shall perform the following duties:

1. Chair the meetings of the academic committee.
2. Coordinate the activities of the academic committee.
3. Prepare the annual budget of the academic committee and submit it to the Treasurer according to the established schedule.
4. Prepare reports of the academic committee's activities and submit them to the President according to the established schedule.
5. Perform all duties according to policy.
6. Perform all other duties necessary for the academic committee to function and accomplish its goals.

Section 4 Ad Hoc Committees and Task Forces

A. Establishment

Ad hoc committees and task forces may be approved and formed by the Executive Board and/or Delegate Assembly when deemed necessary by those entities ~~by following the procedures established by policy.~~

B. Purpose and duration

The purpose of ad hoc committees and task forces shall be determined when they are established. A termination date shall be designated at the time of establishment.

ARTICLE IX POSITION STATEMENTS

Section 1 Purpose of Position Statements

Position statements represent a declaration by the organization on issues of interest to two-year college mathematics educators, and may be initiated by an academic committee, an affiliate organization, or an individual AMATYC member.

Section 2 Process for Development of Position Statements

The process for development of a position statement must conform to the following guidelines.

- A. A proposal for a position statement must be referred to, or begin with, an appropriate academic committee or task force created by the Executive Board. That committee or task force chooses to pursue or not to pursue the statement. The committee or task force is responsible for development of a proposed position statement.
- B. A schedule for the process of review of proposed position statements by committees, Executive Board, and Delegate Assembly, shall be established by the Executive Board. This schedule must provide timely notice to all AMATYC members of the proposed statement.
- C. The chairperson of an academic committee or task force shall submit the ~~committee's draft~~ position statement to the Executive Board for its review and approval.
- D. If ~~approved for Delegate Assembly review~~ endorsed by the Executive Board the proposed position statement shall be submitted to the Delegate Assembly for review and approval.
- E. ~~If not approved for Delegate Assembly review by the Executive Board~~ In the absence of Executive Board endorsement, the Delegate Assembly may ~~approve-vote to~~ review a proposed position

statement by a vote of 2/3 of the delegates at the Delegate Assembly, provided that timely notice was provided to all AMATYC members.

F. If approved by the Delegate Assembly the proposal becomes an AMATYC position statement.

ARTICLE X REMOVAL FROM OFFICE

Section 1 Executive Board members may be removed from office by a 3/4 vote of the Executive Board, with or without cause, if the action is deemed to be in the best interest of the association.

Section 2 Persons appointed to positions within the association may be removed from ~~that position~~those positions by a 2/3 vote of the ~~entity that appointed them~~Executive Board.

Section 3 The affirmative vote of the Executive Board for removal of a person from an appointed or elected position is an authorization for the President to take the steps necessary for that removal.

ARTICLE XI AMATYC REGIONS

Section 1 The AMATYC organizational membership shall be divided into the regions as follows:

Region 1 – Northeast:

Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont; New Brunswick, Newfoundland, Nova Scotia, Ontario, Prince Edward Island, Quebec

Region 2 – Mid-Atlantic:

Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, West Virginia

Region 3 – Southeast:

Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, Virgin Islands and other Caribbean Islands

Region 4 – Midwest:

Illinois, Indiana, Kentucky, Michigan, Ohio, Wisconsin

Region 5 – Central:

~~Arkansas~~, Colorado, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, ~~Utah, Wyoming~~; Manitoba, Saskatchewan

Region 6 – Southwest:

Arizona, ~~Arkansas~~, New Mexico, Oklahoma, Texas; Mexico

Region 7 – Northwest:

Alaska, Idaho, Montana, Oregon, Washington, ~~Wyoming~~; Alberta, British Columbia, Northwest Territories, Nunavut, Yukon Territory, other International Locations

Region 8 – West:

California, Hawaii, Nevada, ~~Utah~~; Pacific Islands

Section 2 A member's region is determined by the location of the individual's primary professional contributions related to AMATYC's objectives (Article II).

ARTICLE XII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern AMATYC in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XIII AMENDMENT

These bylaws may be amended by the delegates at the Annual Delegate Assembly by a two-thirds (2/3) vote of those delegates voting, provided that written or electronic notification of the proposed text changes and the clear purpose of the amendment has been sent to all delegates at least thirty (30) days prior to the Delegate Assembly and a hearing on the proposed changes is convened at the annual conference at least a day

before the beginning of the Delegate Assembly. Proposed amendments to these bylaws may be presented to the Executive Board by any member, and shall be processed by the Executive Board, for approval by the Delegate Assembly.

ARTICLE XIV DISSOLUTION

In the event of dissolution, the assets and property of the corporation remaining after payment of expenses and the satisfaction of all liabilities shall be distributed as determined by the Executive Board or as may be determined by a court of competent jurisdiction upon application of the Executive Board, for the non-profit purposes of the corporation and/or to such charitable, literary, and educational organizations as shall qualify under Section 501c3 of the Internal Revenue Code of 1954, as amended. Any of such assets not so distributed shall be disposed of for such purposes as directed by a Justice of the Supreme Court of the State of New York or such other court having jurisdiction over the corporation.

ATTACHMENT N:

**COVER SHEET for the
POSITION STATEMENT on
THE ACADEMIC PREPARATION OF MATHEMATICS
FACULTY AT TWO-YEAR COLLEGES**

Submitted by the Guidelines on Academic Preparation Task Force

✓	Activity	Anticipated Date
✓	Concept Approved by the AMATYC Board	SBM 13
✓	First Review by the AMATYC Editing Director	Summer 2013
✓	Board Review, votes to endorse the spirit of the position statement	FBM 13
✓	Input Hearing	Anaheim Conference 2013
✓	Sent by President-Elect to affiliate presidents	By January 15, 2014
	Board Review, votes to endorse the position statement	SBM 14
	Second Review by AMATYC Editing Director	Spring 2014
	Professional Editing	Late 2014
	Board Review, votes to endorse the position statement in spirit or as published	FBM 14
	Final Hearing	Nashville Conference 2014
	Delegate Assembly Approval	Nashville Conference 2014
	Professional Editing and Review by Editing Director	Late 2014

Contact Information

Chair: Jim Roznowski (jimroznowski@amatyc.org)

Delta College (Emeritus)

University Center, Michigan

- **Intended Purpose**

This position statement updates the *Guidelines for Academic Preparation of Two-Year College Faculty* adopted by AMATYC in 1993. No previous revision has taken place since the guidelines were first adopted.
- **What need does this position statement address?**

“As the leading professional mathematics organization that solely represents two-year colleges, it is our responsibility to ensure the integrity of our profession and the quality of mathematics instruction at all two-year colleges.”
- **What is the rationale for the position statement?**

“It is not intended to replace any regional, state, or local requirements or recommendations that may apply to hiring instructors, assigning them to classes, or evaluating their performance or qualifications. Rather, our goal is to provide guidelines that reflect the collective wisdom and expertise of mathematics educators throughout the United States and Canada regarding appropriate preparation for two-year college faculty involved in the teaching of mathematics, whether on a full- or part-time basis.”
- **What change do you hope to effect?**

Mathematics faculty at many different institutions have used the current guidelines document in their hiring process and as support for continuous professional development for both full-time and adjunct faculty. This revision reflects changes in both those areas since the adoption of the original guidelines in 1993.
- **Who will implement the recommendations of the position statement?**

Faculty at two-year colleges throughout the United States and Canada.
- **Give a summary of the proposed recommendations.**
 - Only properly qualified personnel be permitted to teach mathematics.
 - Individuals trained in other disciplines should receive sufficient mathematical training prior to teach mathematics courses.
 - All two-year college faculty should possess at least a master’s degree in mathematics or related field with at least 18 semester hours in graduate-level courses strongly related to mathematics and at least 6 of which are graduate-level mathematics.
 - All full-time mathematics instructors at a two-year college should possess at least a master’s degree in mathematics or a related field with at least 30 semester hours in graduate-level mathematics.
 - All mathematics faculty should continue their professional development throughout their career.

THE ACADEMIC PREPARATION OF MATHEMATICS
FACULTY AT TWO-YEAR COLLEGES

Position Statement of the American Mathematical Association of Two-Year Colleges

•
Statement of Purpose

As the leading professional mathematics organization that solely represents two-year colleges, it is our responsibility to promote the integrity of our profession and the quality of mathematics instruction at all two-year colleges. This document is addressed to two-year college professionals involved in the staffing and evaluation of mathematics programs for their colleges, and to universities that prepare individuals to teach mathematics in two-year colleges. It is not intended to replace any regional, state, or local requirements or recommendations that may apply to hiring faculty, assigning them to classes, or evaluating their performance or qualifications. Rather, our goal is to provide guidelines that reflect the collective wisdom and expertise of mathematics educators throughout the United States and Canada regarding appropriate preparation for two-year college faculty involved in the teaching of mathematics, whether on a full- or part-time basis.

We strongly recommend that only properly qualified personnel be permitted to teach mathematics. Ill-prepared faculty can do much harm to students' knowledge of, beliefs about, and attitudes towards mathematics. Many two-year college students suffer from mathematics anxiety and core mathematical misconceptions at some level; this should not be reinforced or exacerbated through poor mathematics instruction. **Individuals trained in other disciplines should have sufficient mathematical training prior to teaching mathematics courses.** Moreover, individuals hired to teach mathematics at one level should not be permitted to teach at another level unless they possess appropriate credentials.

Guiding Principles

Two questions have guided the preparation of this report: What are the characteristics of effective mathematics faculty? How can these characteristics be fostered and extended through academic preparation and continuing professional development?

Effective faculty are reflective; they think about their teaching before they teach, while they teach, and after they teach. They are creative, resourceful, and dedicated. They use a variety of methods and respond to the needs of the particular class and students they are teaching. Effective mathematics teachers are skilled questioners who encourage and challenge their students. They are clear and careful communicators who recognize the importance of language in mathematics, and of mathematics as language. They model the behaviors they wish their students to exhibit, especially problem solving, exploration, and investigation.

Effective mathematics faculty know a great deal of mathematics and understand the interconnections among its various branches as well as applications to other disciplines. They are continually developing their knowledge and understanding of mathematics, of teaching, and of how students learn. They are independent learners who can adapt and contribute to changes in collegiate mathematics curriculum and instruction. Effective mathematics faculty are active professionals. They belong to and participate in professional organizations such as the American Mathematical Association of Two-Year Colleges (AMATYC) and its affiliates, read journals, attend professional meetings, and engage in other professional activities.

Guidelines for Formal Preparation

Mathematics programs at two-year colleges reflect their diverse missions and needs. Mathematics instruction at a comprehensive community college may comprise adult basic education to prepare students for a high school equivalency examination, developmental courses designed to prepare students for both STEM (science, technology, engineering, and mathematics) and non-STEM college-level

courses, and college level courses through the first two years of university study; some colleges may focus only on a subset of these categories of instruction. Because of this diversity, the guidelines for the mathematical preparation of two-year college faculty must be sufficiently robust to guarantee faculty flexibility. These guidelines are divided into three parts: minimal preparation, standard preparation, and professional development.

Definitions

All full- and part-time faculty should possess at least the qualifications listed under *minimal preparation*. All full-time faculty should begin their careers with at least the qualifications listed under *standard preparation*. All faculty should continue their education throughout their careers-the *continuing formal education* section provides some suggestions.

The term *faculty* is used to refer to persons who hold teaching positions. No particular level within a ranking system is implied by these terms.

Minimal Preparation

All full- and part-time mathematics faculty at two-year colleges should possess at least a master's degree in mathematics or in a related field with at least 18 semester hours (27 quarter hours) in graduate-level courses strongly related to mathematics, at least six of which are graduate-level mathematics. A master's degree in applied mathematics is an appropriate background for teaching in a community college.

Course work in pedagogy is desirable.

Standard Preparation

All full-time mathematics faculty at two-year colleges should begin their careers with at least a master's degree in mathematics or in a related field with at least 30 semester hours (45 quarter hours) in graduate-level mathematics and have mathematics teaching experience at the secondary or collegiate level. The teaching experience may be fulfilled through a program of supervised teaching as a graduate student. Just as a strong knowledge of calculus has always been a core standard, statistics has become equally important, and some background in this area is desirable. Course work in pedagogy and in the philosophy of the community college is desirable.

Professional Development

All mathematics faculty at two-year colleges should continue their professional development throughout their careers. Appropriate continuing formal education might include graduate course work in mathematics and mathematics education beyond the level of the individual's previous study; courses in some other disciplines served by the two-year college mathematics curriculum may also be appropriate. In some instances advanced formal education may culminate in a doctorate in mathematics or mathematics education.

Effective mathematics faculty are active professionals. They read journals, attend professional meetings, and engage in other activities to continue their education. AMATYC, the Mathematical Association of America (MAA), the National Council of Teachers of Mathematics (NCTM), their affiliates, and other organizations sponsor conferences, offer webinars, minicourses, and summer institutes, publish books and journals, and advertise other opportunities for continued professional growth. These conferences, webinars, workshops, minicourses, and institutes address many of the mathematical and pedagogical topics important to quality mathematics instruction in the first two years of college. Participation by two-year college mathematics faculty is critical for keeping up-to-date in their fields.

Related Training

Courses in physics, engineering, and other fields can contain significant mathematical sciences content. Although there is no simple, set formula for doing so, such courses should be taken into account by two-year college mathematics hiring committees when evaluating a candidate's transcripts. Similarly, such courses should be carefully considered by university personnel when making program admission decisions and advising students who hold or may seek two-year college mathematics teaching positions.

The Course Content of a Preparatory Program**Mathematics Content**

The core of the academic preparation of two-year college mathematics faculty is course work in the mathematical sciences. The mathematics course work for individuals preparing to be two-year college mathematics faculty should include courses chosen from several of the following areas. Graduate course work should fill gaps, broaden, and extend the undergraduate mathematics background of such individuals.

- Discrete Mathematics
- Computer Science
- Mathematical Modeling and Applications
- Calculus through Vector Calculus
- Differential Equations
- Real Analysis
- Numerical Analysis
- Complex Variables
- Linear Algebra
- Abstract Algebra
- Probability
- Statistics
- History of Mathematics
- Number Theory
- Geometry
- Topology

- Combinatorics

Pedagogical Content

Course work in pedagogy is an important component in the academic preparation of two-year college mathematics faculty. Such course work should be chosen from the areas listed below. Courses in these areas should be offered by universities that prepare two-year college mathematics faculty.

- Psychology of Learning Mathematics
- Methods of Teaching Mathematics
- Organizing and Developing Mathematics Curricula and Programs
- Instructional Technology
- Teaching Developmental Mathematics
- Using Calculators and Computers to Enhance Mathematics Instruction
- Measurement, Evaluation, and Testing
- Teaching Mathematics to Adult Learners
- Teaching Mathematics to Special-Needs Students
- College Mathematics Teaching Seminar

Evaluating Credentials

Specialized knowledge and judgment is required to evaluate a candidate's credentials. **For this reason, hiring committees for mathematics positions at two-year colleges should consist primarily of full-time two-year college mathematics faculty.** All staffing decisions related to mathematics instruction-- whether full- or part-time-- should be made by content specialists.

Adjunct Faculty

Ideally, adjunct faculty should possess the same level of preparation and commitment to quality teaching as full-time faculty. The *AMATYC Position Statement on Working Conditions of Adjunct Faculty* stresses the need for institutional support for professional development for adjunct faculty.

Academic Support Personnel

As community colleges have increased their support for student success the “math lab” has become ubiquitous. The expertise of individuals offering support varies widely. Because the aid offered is often specific to certain levels of mathematics, the academic preparation required of support personnel may be less than faculty. However it is critical that individuals offering tutoring support in these situations have accomplished coursework above that being tutored, and that these individuals are supervised by fully qualified mathematics faculty.

Variety of Expertise

A mathematics department should be composed of individuals who possess complementary strengths and areas of expertise. This is especially true within a comprehensive community college with a wide variety of degree programs. A mathematics department with experts or specialists in pedagogy, statistics, computing, applied mathematics, analysis, and pure mathematics is manifestly stronger than one in which all members have similar academic backgrounds. This together with programmatic needs and candidate qualifications should be taken into account when seeking and hiring full- and part-time faculty.

This position statement is a revision of *Guidelines for the Academic Preparation of Mathematics Faculty at Two-Year Colleges*, which was adopted by AMATYC in 1993.

ATTACHMENT O:**AMATYC PRESIDENTIAL STUDENT SCHOLARSHIP****Purpose of the Award**

The purpose of the AMATYC Student Scholarship is to encourage the study of mathematics or mathematics education by students enrolled in institutions of higher education.

Criteria

1. Each affiliate may submit one nomination from a student attending a qualifying institution. To be a qualifying institution, the institution must employ at least one member in good standing of AMATYC.
2. The student must be nominated by an AMATYC member who is an employee of the qualifying institution.
3. The student must have an overall GPA of at least 3.0.
4. The nominated students must be majoring in mathematics and enrolled full-time at the nominating institution during the spring semester preceding the Annual AMATYC conference when the award will be announced.

Method of Selection

1. A letter will be sent by the AMATYC president to the affiliate presidents each year in the spring notifying them of the scholarship.
2. Each affiliate will notify their membership and determine the affiliate nominee. The nomination form must be received by the AMATYC President by October 15.
3. The scholarship recipient will be determined by a random draw. The drawing will take place at the Fall Board Meeting of the Executive Board.
4. The scholarship recipient's name will be announced at the affiliate president's luncheon and the scholarship money will be sent to the recipient after the Annual AMATYC conference.

**Nomination Form
AMATYC Presidential Student Scholarship**

Name of Affiliate:

Name of Affiliate President:

Email address of Affiliate President

Nominator's Contact Information:

Name

Phone number

Email address

Address

Student Nominee Information:

Name

Phone number

Email address

Address

**Email information to
AMATYC President Nancy Sattler
nsattler@terra.edu**

Deadline October 15, 2014

ATTACHMENT P

Standards Revision Advisory Group

Planning Meeting Funding Proposal

It is important that the *Standards* Revision Advisory Group be able to meet in person and plan this project with specific details.

To that end, it is hoped that the board will fund a pre-conference planning meeting of this group in Nashville. This will be the most economical option for the group as most were coming to the conference as well. In this scenario, AMATYC will only pay for two nights lodging and two days per diem for the group members. Any other scenario would involve lodging, food, airfare, and local transportation. The latter two costs are saved since people are already planning to attend the conference.

Timeline for meeting:

Monday, November 10	Members arrive (any time)
Tuesday, November 11	All day planning meeting
Wednesday, November 12	All day planning meeting

Depending on logistics, there may even be the opportunity for a report out to the board during the Wednesday afternoon “parade of the penitents”.

Budget Implications:

Hotels Nights (Monday & Tuesday)	14 @ \$179/night * 2 nights = \$5012	
Per diem (Monday dinner thru Wednesday lunch)	14 @ \$35/day * 2 days =	\$980
TOTAL		\$5992

The group will also need to work with Conference Coordinator to find meeting space. All that is needed is a single meeting room. If it is not possible to find gratis meeting space, then it is hoped that one of the presidential suites could be made available for use during these meeting times.

Deliverables:

By the end of the planning meeting, a decision on the type of product(s), a timeline for developing and disseminating these product(s), and a budget will be created. If the opportunity arises, the group could also meet with the Grants Coordinator on Thursday.

Prior to the meeting, the group will focus on work that can be done in preliminary stages so that they may hit the ground running in Nashville. A verbal report will be given to the board on Wednesday, November 12 by chair Rob Farinelli with the recommendations for further work. A written report will follow.

ATTACHMENT Q**CADENCE MOTION****IT IS RESOLVED:**

The Authorized Signers shall possess the powers indicated as contained in this Resolution.

DEPOSITORY ACCOUNT. Perform the following activities in regards to the depository account(s) held at Cadence Bank (Financial Institution) in the name of the Corporation, subject to any terms and conditions governing the account(s), including”

1. Open and maintain the Corporation account(s);
2. Make deposits to the Corporation account(s);
3. Endorse for negotiation, negotiate, and receive the proceeds of any negotiable instrument, check, draft, or order for the payment of money payable to or belonging to the Corporation, by writing, stamp, or other means permitted by this Resolution without the designation of the person endorsing;
4. Make withdrawals from the Corporation account(s) in any manner permitted by the account(s);
5. Transfer funds from the Corporation account(s) in Financial Institution to any account whether or not held at this Financial Institution and whether or not held by this Corporation;
6. Transfer funds to the Corporation account in Financial Institution from any account(s) whether or not held at Financial Institution and whether or not held by this Corporation;
7. Approve, endorse, guarantee, and identify the endorsement of any payee or any endorser of any negotiable instrument, check, draft or order for the payment of money; whether drawn by the Corporation or anyone else and guarantee the payment of any negotiable instrument, check, draft, or order for the payment of money; and
8. Delegate to others the authority to approve, endorse, guarantee, and identify the endorsement of any payee or endorser on any negotiable instrument, check, draft, or order for the payment of money and to guarantee the payment of any such negotiable instrument, check, draft, or order for the payment of money.

SAFE DEPOSIT BOX. Lease a Safe Deposit Box(es) with Financial Institution, make inspections of, deposits to and removals from the Box(es), and exercise all rights and be subject to all responsibilities under the Lease.

NIGHT DEPOSITORY. Enter into a Night Depository Agreement with Financial Institution and exercise all rights and be subject to all responsibilities under the Agreement.

LOCKBOX. Enter into a Lockbox Agreement with Financial Institution and exercise all rights and be subject to all responsibilities under the Agreement.

DEBIT CARD/ACCESS CARD. Apply for, receive and utilize debit, automated teller machine cards, and other access devices to exercise those powers authorized by this Resolution and other Resolutions then in effect.

CASH MANAGEMENT. Enter into a Cash Management Agreement with Financial Institution, and exercise all rights and be subject to all responsibilities under the Agreement.

OTHER DEPOSIT POWERS. Number of signers required: 1 signer required for endorsing negotiable instruments valued at \$10,000 or less; 2 signers required for endorsing negotiable instruments valued in excess of \$10,000.

IT IS FURTHER RESOLVED THAT:

DESIGNATED DEPOSITORY. Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this Resolution.

AUTHORIZED SIGNER'S POWERS. Authorized Signers are authorized to make any and all other contracts, agreements, stipulations, and orders which the Authorized Signers may deem advisable for the effective exercises of their powers.

SIGNATURES. The Financial Institution shall be indemnified and held harmless by the Corporation for any claims, expenses, damages, or attorney fees resulting from the honoring of any signature, authorized by this Resolution, or refusing to honor any signature not so authorized, regardless of whether or not such signature was genuine, if such signature reasonably resembles the specimen provided to the Financial Institution. The Financial Institution shall be permitted to rely upon non-signature security and verification codes which it provides to or receives from an Authorized Signer and shall be indemnified and held harmless by the Corporation for any claims, expenses, damages, or attorney fees resulting from their use.

IMPROPER ENDORSEMENT. Any negotiable instrument, check, draft or order for the payment of moneys not clearly endorsed by an Authorized Signer may be returned to the Corporation by the Financial Institution. The Financial Institution, in its sole discretion, alternatively may endorse on behalf of the Corporation any negotiable instrument, check, draft, or order for the payment of money not clearly endorsed in order to facilitate collection. Financial Institution shall have no liability for any delay in the presentment or return of any negotiable instrument, check, draft, or order for the payment of money which is not properly endorsed.

DISPOSITION OF FUNDS. When withdrawal or transfer powers are granted to an Authorized Signer, the Financial Institution is directed and authorized to act upon and honor withdrawal or transfer instructions issued and to honor, pay, transfer from, and charge to any depository account(s) of the Corporation, all negotiable instruments, checks, drafts, or orders for the payment of money so drawn when signed consistent with the Resolution without inquiring as to the disposition of the proceeds or the circumstances surrounding the issuance of the negotiable instrument, check, or order for the payment of money involved, whether such negotiable instruments, checks, drafts, or orders for the payment of money are payable to the order of, or endorsed or negotiated by any Authorized Signer signing them or any Authorized Signer in their individual capacities or not, and whether they are deposited to the individual credit of or tendered in payment of the individual obligation or account of any Authorized Signer signing them or of any other Authorized Signer.

PRIOR ENDORSEMENTS. All negotiable instruments, checks, drafts, or orders for the payment of money deposited with prior endorsements are guaranteed by the Corporation.

PRE-RESOLUTION TRANSACTIONS. All actions by Authorized Signers in accordance with this Resolution but before the adoption of this Resolution are approved, ratified, adopted, and confirmed by the Corporation.

WARRANTY. That the Financial Institution may rely upon the certification as to the Corporation authority to execute this Resolution and make these representations in this Resolution.

NOTIFICATION OF CHANGES. The Corporation shall notify Financial Institution in writing at its address in Memphis Tennessee in advance of any changes which would affect the validity of any matter certified in this Resolution.

REVOCATION AND MODIFICATION. An act (“Act”) to modify, terminate, amend or replace this Resolution will not immediately affect the ability of the Financial Institution to rely upon this Resolution. The Act shall not affect any action by the Financial Institution in reliance on this Resolution before the date the Act becomes effective as set forth in the next sentence. An Act will not become effective until all of the following occur: (a) Financial Institution receives written notification of the Act in a form and substance satisfactory to the Financial Institution and (b) the Financial Institution has had a reasonable period of time to act upon such notification. Until the Act is effective, this Resolution shall remain in full force and bind the Corporation, its legal representatives, heirs, successors, and assigns.

ATTACHMENT R

Morgan Stanley

Resolved:

FIRST, that the Authorized Persons are, and each of them hereby is, authorized and empowered to the fullest extent possible to act on behalf of the Corporation, to establish and maintain with Morgan Stanley Smith Barney LLC (MSSB) one or more cash accounts for the purpose of purchasing, investing in, or otherwise acquiring, selling(not including short selling), possessing, transferring, exchanging, borrowing, pledging or otherwise disposing of, and generally dealing in and with, cash and any and all forms of securities and financial instruments, including but not limited to shares, stocks, bonds, certificates of deposits, mortgages, commercial paper, and otherwise so long as such transactions are consistent with current investment policy of the Corporation.

SECOND, that, without obligation on MSSB's part to inquire, instructions or actions, by any Authorized Person shall individually have the fullest authority on behalf of the corporation with respect to the Account including, but not limited to, authority to:

- 1) give written or oral instructions to MSSB with respect to any securities in, or transaction or service offered in connection with, the Account;
- 2) deposit or withdraw money, securities and other property of the Corporation to and from the Account;
- 4) bind the Corporation to any contract, arrangement or transaction, which shall be entered into by any Authorized Person with or through MSSB;
- 5) make payments related to the Account by checks and/or drafts drawn upon the funds of the Corporation;
- 6) endorse any securities in order to pass ownership thereof or for any other purpose;
- 7) direct the sale or exercise of any rights with respect to securities therein;
- 8) sign releases and powers of attorney and enter into contracts and agreements, including but not limited to any MSSB account agreements and documentation relating to any debit or credit card, and check writing privilege, online services, electronic fund transfers and other services which are or may be offered in connection with the Account (where available), as such documents may be modified from time to time, and any documentation permitted to contemplated by such agreements, products and services, and to affix the corporate seal to same when necessary;
- 9) direct MSSB to surrender securities to the proper agent or party for the purpose of effecting any exchange or conversion, or otherwise; and
- 10) take any and all action in connection with the Account deemed necessary or desirable by any Authorized Person.

THIRD, that any Authorized Person may appoint any person(s) ("Designated Persons") to: (1) conduct trading in the Account; (2) endorse any securities, or to make, execute and deliver, under the corporate seal of the Corporation or otherwise, any instrument of assignment and/or transfer necessary or proper to pass title to such securities; (3) sign checks (in which event, the signature of the Designated Person shall promptly be provided on any applicable signature card upon request by MSSB); (4) use any associated debit or credit card (where available); or (5) provide instructions to effect electronic fund transfers.

FOURTH, that each Authorized Person is empowered and authorized to do all things each deems necessary or desirable to implement the foregoing Resolutions.

FIFTH, that MSSB may deal with any and all of the persons directly or indirectly empowered by foregoing Resolutions as though they are dealing with the Corporation directly.

SIXTH, that the Secretary of Corporation (or other duly designated officer) is hereby authorized and empowered to certify to MSSB, under the seal of the Corporation or otherwise:

- (a) a true, correct and complete copy of these Resolutions;
- (b) specimen signatures of each Authorized Person and each Designated Person empowered by these Resolutions, if so requested by MSSB;
- (c) a certificate (which, if required by MSSB, shall be supported by an opinion of the general counsel of the Corporation, or other counsel satisfactory to MSSB) that the Corporation is duly organized and in good standing, that the corporate charter authorizes the action or business described in these Resolutions, and that no limitation has been imposed upon such powers by constitution, statute, regulation, charter, by-law or otherwise.

SEVENTH, that MSSB may rely upon any certification given in accordance with these Resolutions as continuing fully effective unless and until MSSB shall receive written notice of an amendment, modification or rescission of such Resolutions or certification. Further resolved that MSSB shall not be liable for any action taken or not taken upon instruction of any Authorized Person or Designated Person prior to MSSB's actual receipt of written notice of the termination or impairment of such person's authority. The failure to supply any specimen signature shall not invalidate any transaction which is in accordance with authority previously granted. Further resolved that the Corporation shall indemnify and hold harmless MSSB and any of its subsidiaries and affiliates from any and all claims that a transaction was unauthorized or outside the scope of the Corporation's powers, if such transaction was authorized by any of the Authorized Persons or Designated Persons.

EIGHTH, that in the event of any change in the office or powers of persons hereby empowered, the secretary (or other duly designated officer), shall certify changes to MSSB, in writing, which certification, when MSSB receives it, shall terminate the powers of the persons previously authorized and empower the persons thereby substituted in accordance with all the provisions of these Corporate Resolutions.

NINTH, that the Corporation hereby authorizes MSSB to charge any amount due to MSSB under any arrangement with the Corporation, against any and all of the accounts and other property of the Corporation held with MSSB and any of its affiliates, with the Corporation remaining liable for any deficiency and each Authorized Person or Designated Person is authorized and directed to pay to MSSB by checks and/or drafts drawn upon the funds of the Corporation such sums as may be necessary to discharge the Corporation's obligations to MSSB.

TENTH, Corporation agrees that MSSB may apply these Resolutions to any accounts in the name of the Corporation. MSSB agrees to ensure all actions in items TWO through TEN are consistent with current investment policy of the Corporation.