

**American Mathematical Association of Two-Year Colleges
DELEGATE ASSEMBLY MINUTES**

November 14, 2014

3:45 to 5:45 pm

Nashville, TN

I. Call to Order

President Nancy Sattler called the meeting to order at 3:51 PM.

II. Welcome and Introductions

President Sattler welcomed the delegates and announced that Chuck Nolan was appointed as Parliamentarian and Timekeeper. President Sattler also introduced the members of the 2014-2015 Executive Board.

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

III. Announcement of Quorum

Secretary Mary Beth Orrange announced a delegate count of 187 out of 254 delegates and stated that there was a quorum. The final breakdown of the delegate count is as follows:

There were: 21 from the Northeast Region, 22 from the Mid-Atlantic Region, 28 from the Southeast Region, 28 from the Midwest Region, 36 from the Central Region, 21 from the Southwest Region, 12 from the Northwest Region, and 19 from the West Region.

IV. Approval of the Rules of Conduct

MOTION to approve the rules of conduct.

Motion made by Steve Krevisky, state delegate, Connecticut. Motion was seconded.

Motion approved

V. Approval of the Agenda

MOTION to approve the agenda.

Motion made by Carol White, affiliate delegate, Kansas, motion was seconded.

Motion approved

VI. Minutes Review Committee

MOTION to approve the Minutes Review Committee for the 2014 Delegate Assembly. The committee consists of Kathryn Kozak, vice-president, Southwest region, chair; Patty George,

state delegate, California, West region; Jane Marie Wright, affiliate delegate, NYSMATYC, Northeast region; Kim Granger, affiliate president, MOMATYC, Central region; and Susan Wood, AMATYC past president, Mid-Atlantic region. Mary Beth Orrange, 2014-2015 AMATYC board secretary, Northeast region, is an ex officio member of the committee. Motion made by Steve Wilson, state delegate, Kansas, motion was seconded.

Motion approved

VII. Minutes Review Committee Report

President Sattler reported that the minutes from the 2013 Delegate Assembly were reviewed, revised, and approved by the 2013 Delegate Assembly Minutes Review Committee, chaired by Kozak, vice-president Southwest region.

The report was received as submitted in the Delegate Assembly package.

VIII. Reports

A. President's Report: Nancy Sattler

The report was received as submitted in the Delegate Assembly package.

Additional items include:

- There were 1344 registrants for the conference as of 9 AM Saturday, November 15, 2014.
- The 2020 AMATYC Conference will be held in Spokane, Washington.

B. Treasurer's Report: Margie Hobbs (Given by Cheryl Cleaves)

The report was received as submitted in the Delegate Assembly package.

C. AMATYC Foundation: Jim Roznowski

The report was received as submitted in the Delegate Assembly package.

A total of \$24,148 was donated to the Foundation at and before the conference. A total of \$33,548 was donated since the beginning of the year. The individuals in the Midwest region donated the highest dollar amount, \$8800, and the winner of the one-year complimentary AMATYC membership was Laura Seeman, Wisconsin.

D. Strategic Planning: Jane Tanner

The report was received as submitted in the Delegate Assembly package.

E. Report on AMATYC Project ACCESS: Laura Watkins

The report was received as submitted in the Delegate Assembly package.

IX. New Business

A. AMATYC Bylaws: Jim Roznowski

MOTION: To amend the AMATYC bylaws. (Attachment A)

Motion made by Jim Roznowski, AMATYC past-president, and seconded.

With one editorial change: in ARTICLE V, Section 4 subsection C item #2: under duties of Past-President “administer the duties of the election process according to policy”; remove the words according to policy.

Motion approved

B. Position statement on Appropriate use of Intermediate Algebra as a Prerequisite

Course: Linda Zientek

MOTION: To approve the position statement on the appropriate use of Intermediate Algebra as a Prerequisite Course. (Attachment B)

Motion made Linda Zientek, chair, Developmental Mathematics Committee. The motion was seconded.

MOTION to amend to remove the word prerequisite from line 15.

Motion to amend made by Paula Wilhite, state delegate, Texas. Motion was seconded.

Motion to amend approved
Motion approved as amended

C. Position statement on the Academic Preparation of Mathematics Faculty at Two-Year

Colleges: Ernie Danforth

MOTION: To approve the position statement on the Academic Preparation of Mathematics Faculty at Two Year Colleges. (Attachment C) Line 135 has been changed to teaching students with special needs to comply with legal format.

Motion made Ernie Danforth, vice-president Northeast region. Motion was seconded.

MOTION to amend: I move to amend the document by adding the words **or statistics** after the word mathematics on line 65 and the words **or statistics** to line 70 after the word mathematics
Motion to amend made by Larry Danforth, affiliate delegate, NYSMATYC. Motion was seconded.

Motion to amend approved

MOTION to amend: I move to amend the document by adding a sentence to line 104. The sentence reads; **The appropriateness of these courses is to be determined by their mathematical content, not just their title or prefix.**

Motion to amend made by John Bakken, affiliate delegate, NCMATYC. Motion was seconded.

Motion to amend approved

MOTION to amend: I move to amend the document by adding the words **such as those** to the document after the word areas on line 124.

Motion to amend made by John Bakken, affiliate delegate, NCMATYC. Motion was seconded.

Motion to amend approved

MOTION to amend: I move to amend the document by adding a bullet after line 136. The bullet will read

- **Mathematics (all disciplines) for Primary and Secondary Teachers**

Motion to amend made by John Bakken, affiliate delegate, NCMATYC. Motion was seconded.

Motion to amend approved
Motion approved as amended

X. Items for Discussion - Open Microphone

Issues raised:

- Steve Krevisky; encourage all to attend the next ICME conference in Germany in 2016. The board is encouraged to find ways to financially support AMATYC members to attend.
- Pat Hirschy; question about second amendment that was identified at the open forum for the use of Intermediate Algebra. The amendment was never presented.

XI. Announcements

- John Bakken thanked the board and Foundation for its support of Project ACCCESS.
- Past President Jim Roznowski announced that the region with the highest percent of donors and the winner of the complementary 2014 Conference Registration will be announced at the closing ceremony and posted in the AMATYC News.
- President Nancy Sattler thanked the Nashville local events coordinator, Tim Britt, and the local conference team for their hard work on the Nashville conference, Keven Docktor and the conference committee, Cheryl Cleaves for her service to AMATYC. Thanks also to parliamentarian, Chuck Nolan, and all delegates to the assembly.

XII. Adjournment

The meeting was adjourned at 4:36 PM.

ATTACHMENTS

- A. AMATYC Bylaws**
- B. Position statement on Appropriate use of Intermediate Algebra as a Prerequisite Course**
- C. Position statement on the Academic Preparation of Mathematics Faculty at Two-Year Colleges**

ATTACHMENT A

**BYLAWS
OF THE
AMERICAN MATHEMATICAL
ASSOCIATION OF TWO-YEAR COLLEGES (AMATYC)
Ratified July 2010
APPROVED AT THE DELEGATE ASSEMBLY, NOVEMBER 15, 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. An individual may purchase a lifetime regular membership by completing the appropriate forms and paying the established rates.
- 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.

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 as a voting member, and be appointed as a delegate in the Delegate Assembly.

- 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.
- C. Individuals who are eligible for adjunct, 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.
- D. 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 as a voting member, 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 twelve months. The beginning date for each month shall be 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 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 ELECTED OFFICERS

Section 1 The elected 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 elected 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 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 elected officers

All elected 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, Strategic Planning Committee, and Organizational Assessment Committee.
5. Appoint the chairs of ad hoc committees and task forces.
6. Appoint an acting chairperson of a committee when a vacancy occurs.
7. Appoint Special Appointees to perform duties as designated with approval of the Executive Board.
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. Administer the election of officers.

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 .
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 within their regions.

Section 5 Elections

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 the number of votes for two candidates for the same office are tied, then a random process shall be used to determine the winner.

Section 6 Vacancies

In the event that an officer other than the President, President-Elect, 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 elected 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, 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 cities and dates for the annual conference.
- E. Approve the annual budget.
- F. Appoint special committees as needed to carry out the purposes of the association.
- G. Make special appointments for persons to perform duties as designated.
- H. 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.
- I. Perform all other duties according to policy.
- J. 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 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 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 countries not specified in Section XI 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. Keep the Regional Vice-President abreast of the activities and concerns of members from the delegate's state.
- C. Assist the Regional Vice-President in promoting membership and activities for AMATYC in the state/province.
- D. 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 the number of delegates 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 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 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, 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.

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 draft position statement to the Executive Board for its review and approval.

- D. If endorsed by the Executive Board the proposed position statement shall be submitted to the Delegate Assembly for review and approval.
- E. In the absence of Executive Board endorsement, the Delegate Assembly may 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 those positions by a 2/3 vote of the 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:
Colorado, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota; 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 B

As approved at the 2014 Delegate Assembly:

Position Statement of the American Mathematical Association of Two-year Colleges: The Appropriate Use of Intermediate Algebra as a Prerequisite Course

The Appropriate Use of Intermediate Algebra as a Prerequisite Course

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 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.

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.

ATTACHMENT C**As approved at the 2014 Delegate Assembly:****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 or statistics 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 or statistics 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. The appropriateness of these courses is to be determined by their mathematical content, not just their title or prefix.

- 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 such as those should be offered by universities that prepare two-year college mathematics faculty.

- Psychology of Learning Mathematics

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- 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

- Mathematics (all disciplines) for Primary and Secondary Teachers.

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.